

Busy Bumbles Digital Safety and Use Agreement

Children

These are the rules that I must follow:

1. I cannot use the Internet or other electronic device at Busy Bumbles without signing and handing in this agreement. This agreement is referred to on a regular basis whilst at Busy Bumbles.
2. I will only use my own digital equipment and technologies as tools to support my learning during homework time.
3. I must obtain staff permission to use my digital device out of homework time or during holiday programmes.
4. I will not take photographs of others at the venue on my electronic device.
5. I will not use my electronic device to access information which is deemed inappropriate for my age, this includes games.
6. The only time I can use the Internet or other online tools at Busy Bumbles is when a staff member is supervising me.
7. At Busy Bumbles, if I am sending emails or other digital communication I must get a staff member's approval first.
8. I am not allowed to try and look up or search for things on the Internet that I know are not for children. This could include material involving violence, swearing, rudeness, or things that may be against the law. If I accidentally or deliberately come across anything that might not be safe or appropriate I must minimize the page and inform an adult immediately.
9. I will only use digital equipment in the Busy Bumbles room under direct supervision.
10. When using the Internet and other communication technologies, such as e-mails, blogs, google docs etc. I must not do anything that may hurt or offend anyone, even as a joke.
11. All my communication must be appropriate and relevant to my learning. My language must not be disrespectful, offensive, abusive, dangerous or inappropriate in any way.
12. I must follow these rules when I bring digital technology to Busy Bumbles.
13. As an 'onlooker' I have a responsibility to inform a staff member immediately of inappropriate use of devices.

I will be responsible and look after myself and others by:

14. Not giving anyone on the Internet information about myself or others - this includes addresses, photos, names, phone numbers or banking details.
15. Not writing my personal details on any website, email, blog, podcast or other communication technology without permission from a staff member.
16. Telling a staff member if I come across any problem or if I am not feeling safe.

I understand that if I break this agreement in any way I may lose the right to use the Internet and digital equipment at Busy Bumbles. My parents will be informed and there will be consequences for my actions.

In order to keep children safe at Busy Bumbles, it is Busy Bumbles responsibility to:

- Ensure we support/educate students to be responsible, safe and ethical users of digital technology.
- Communicate the guidelines and procedures to parents and children so that they are clearly understood and followed. Ensure guidelines are displayed and referred to at Busy Bumbles.
- Follow set procedures when these guidelines are not followed.

Parents/Caregivers

- I have read the Busy Bumbles Digital Safety and Use Agreement literature and understand that my child may not access the Internet or use digital technologies or electronic devices at Busy Bumbles without this agreement being signed and returned.
- I have explained to my child the rules that they must follow, which have been set by Busy Bumbles. My child understands the content of this agreement and its importance.
- I also understand that this agreement applies to all communication technologies which my child brings to Busy Bumbles. I agree that any technologies my child brings to Busy Bumbles are governed by these rules.
- My child and I agree to follow Busy Bumbles guidelines when using digital equipment or systems.
- I understand that while Busy Bumbles will do their best to restrict student access to offensive, dangerous or illegal material on the Internet or other communication technologies, my child is responsible for choosing to have no involvement in (or 'choosing not to access') such material or activities.

- I understand and agree that Busy Bumbles accepts no liability and is not responsible for loss or damage to my child's electronic device or technology.

I give permission for (child's name)_____ to be given access at Busy Bumbles to their device, the Internet and other communication technologies on the terms outlined above.

Parent/Caregiver Name:_____

Parent/Caregiver Signature:_____

Date:_____

NB. Electronic devices include, but are not limited to: Cellphones, laptops, iPads/tablets, Ipods, cameras.