


















2026 Technology Usage Agreement: Year 3 – Year 6
(Please complete and return to front office)



This agreement covers the use of school issued devices, along with personal mobile phones and smart watches.

-  **Ask First:** Always check with a teacher before using the school computers or devices.
-  **Follow Instructions:** Listen carefully and follow my teacher’s instructions when using school technology.
-  **Care for Equipment:** The school devices belong to MLPS and are for everyone to use. I will make sure I use school computers, systems, and networks responsibly and carefully.
-  **Keep Your Password Private:** I will protect my password by keeping it to myself.
-  **Use Your Own Account:** I will only use my own account by making sure I always sign in when using a device. If I am not prompted to sign in, someone else might already be signed in.
-  **Take Responsibility:** I am responsible for any actions taken using my account. I will let a teacher know if I notice anything unusual.
-  **Give Credit:** I will acknowledge and give credit when using others' work (such as online sources) in my own assignments.
-  **Report Inappropriate Content:** If I encounter anything uncomfortable or inappropriate online, I will let a teacher know immediately.
-  **Protect Personal Information:** I will keep personal information, like names, addresses, and photos, private for both myself and others. **I must respect the privacy of others.**
-  **Write Thoughtfully:** I will communicate respectfully in emails and work, ensuring they are polite, carefully written, and considerate of others. When I send an email i understand that it can also be a record.
-  **Be Mindful:** I understand that teachers and the Department of Education can view what I send or store through school email or file storage.
-  **Take care when you share:** I will share files with others responsibly. I must be careful sharing larger files like images and videos, as there is a limited storage space for each person’s account.

If I bring a mobile phone or smart watch to school (other than an approved medical device) I will:

-  Turn off my phone when I arrive at the school gate and leave it off until I leave out of the school gate.
-  Hand in my mobile phone to the teacher at the start of the school day and collect it at home time.
-  Put my mobile phone and smart watch to silent.
-  Set my smart watch to ‘school mode’/‘aeroplane mode’ during school hours.
-  Not communicate with my parents/carers using my mobile phone or smart watch, inside the school gates. If I need to send a message, I will do so via the office.

I am responsible for everything I do while using the technology and internet at MLPS, including any problems that happen if someone else uses my account. If I misuse online services, it may lead to loss of access and other consequences as outlined in the school’s agreement. I will be accountable for my use of technology at MLPS.

I understand and agree to use technology safely at Mount Lawley Primary School.

Student Name:		Room/Year:	
Student Signature:		Date:	
Parent/Responsible Person Name:			
Parent/Responsible Person Signature:		Date:	