



KINROSS WOLAROI  
— SCHOOL —

# KWS STUDENT DIGITAL CITIZENSHIP AGREEMENT

*Updated December 2025*

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The use of computers, technology, iPads, print facilities, and the internet within our school is a privilege, not a right. With this privilege comes the responsibility to uphold the core values of our community: respect, courage, inclusiveness, commitment, and resilience. Technology is an essential resource for learning and communication, and continued access to school-owned networks and systems requires students and their parents to acknowledge and adhere to the principles of responsible digital citizenship.

These principles apply whenever students access school-owned networks, systems, and infrastructure—whether on campus or remotely—and extend to all electronic devices, including laptops, tablets, mobile phones, wearable devices, and USB drives, regardless of ownership. Failure to comply with these guidelines may result in consequences such as removal of devices or internet privileges, and in some cases, the cost of repairs or replacements may be charged to the student's school account.

By agreeing to these principles, students demonstrate their commitment to using technology responsibly and ethically, ensuring that digital tools enhance learning while maintaining the integrity and values of our school community.

## 1. RESPECT YOURSELF

- 1.1 I will show respect for myself through my actions online.
- 1.2 I will select appropriate online names and usernames.
- 1.3 I will think carefully about the information and images I upload or post online, knowing this is a personal reflection of who I am and can influence what people think of me.
- 1.4 I will not post details which might be offensive or indecent about my life, experiences, or relationships.
- 1.5 I will use technology in a responsible manner to enhance my learning and only at appropriate times.
- 1.6 I will use my mobile phone in line with the School's policy.
- 1.7 My online identity, including on social media sites is, and will continue to be, of a standard I could show to my parents and future employers.
- 1.8 I will consult with my parents and adhere to social media age guidelines before I set up an account.

## 2. PROTECT YOURSELF

- 2.1 I will not publish my telephone number, address, date of birth, passwords, a schedule of my activities, photos of myself in KWS uniform, or any other information that will put me at risk.

- 2.2 I will report any harmful or hurtful behaviours directed at me online, or anything that makes me uncomfortable or concerned, to my teacher, Head of House, Head of Boarding House, or my parents.
- 2.3 I will select passwords that are appropriate and try to use different passwords for different purposes.
- 2.4 I will protect my passwords and accounts by keeping details confidential, not allowing others to use them, and ensuring I log off after using a device.
- 2.5 I understand that people I do not know in real life are not suitable 'friends' in an online environment.
- 2.6 If inappropriate content appears during an internet search, I will turn off the screen immediately and inform my class teacher.

### 3. RESPECT OTHERS

- 3.1 I will show respect to others online, using common sense and appropriate language.
- 3.2 I will not use electronic technologies to bully, harass, stalk other people, or encourage others to do so.
- 3.3 I will not deliberately search for, download, store, or distribute material online that is degrading, pornographic, racist, discriminatory, violent, illegal, or otherwise inappropriate or offensive.
- 3.4 I will only take and share photos, sound, or video recordings when others are aware the recording is taking place and have provided their consent.
- 3.5 I understand class time is learning time. I will not play games, listen to music, or watch movies, television shows, or videos online unless as part of a lesson or study period activity.
- 3.6 I will not use others' passwords or try to access or interfere with their private information.
- 3.7 I will not create fake identities or upload misleading or false information about myself or others.

### 4. PROTECT OTHERS

- 4.1 I will report any activities that are hurtful, unsafe, offensive, or bullying in intent toward others to my teacher, Head of House, Head of Boarding House, or my parents.
- 4.2 I will report inappropriate material directed at others to my teacher, Head of House, Head of Boarding House, or my parents.
- 4.3 If I am concerned about another person due to something I have seen online, I will report this to my teacher, Head of House, Head of Boarding House, or my parents.
- 4.4 I will not visit sites which attempt to abuse or degrade others.

## 5. RESPECT PROPERTY

- 5.1 I will care for and take precautions to keep any electronic devices, whether School-owned or owned by my family or myself, safe and secure.
- 5.2 I understand that if I am using a School device then it is my responsibility and I will keep it in good working order.
- 5.3 I will ensure that I have my device when I need it in class, that it is charged and ready to use for each day's classes.
- 5.4 I will ensure that I have all of the required applications and programs on my device and keep them up-to-date.
- 5.5 I will be responsible for ensuring that my data is backed up securely and regularly to reduce the risk of losing my data.

## 6. PROTECT PROPERTY

- 6.1 I will abide by all copyright and intellectual property requirements, including acknowledging authors and citing references accordingly.
- 6.2 I will use free and open-source alternatives for software and not use illegally downloaded or pirated software.
- 6.3 I will purchase my music and other media and understand that downloading music and videos without the owner's permission is illegal, as is sharing my purchased media with others.

## 7. MAINTAIN SECURITY

- 7.1 I will have up-to-date anti-virus and anti-malware software installed on my device, and report any issues with viruses, spyware, or malware to the IT Helpdesk or my class teacher.
- 7.2 I will never knowingly initiate or forward emails or messages sent in confidence, that contain a virus or harmful attachment, or that are spam (such as advertisements, chain letters, and hoax emails).
- 7.3 I will only use the internet within the School proxy and filtering system when at School and will not attempt to bypass or breach security or filtering software in any way, including setting up proxies, using wireless hotspots, or tethering to a personal data plan to access alternative networks.
- 7.4 I will not download unauthorised programs, including games or 'hacking' software.
- 7.5 I will keep my student card safe and report any loss or theft of my student card to the IT Helpdesk immediately.
- 7.6 I am aware that all activity is monitored, logged, and can be traced, and that the School can access any files I store on the School's network as well as my emails and browsing history.
- 7.7 I will review and meet the terms and conditions for any digital or online tool I use and abide by the licence conditions of any software or application I use or have on my electronic devices.

## 8. RESPECT RESOURCES

- 8.1 I will only photocopy or print material required for research or class submission.
- 8.2 I will print double-sided and use colour only when required or appropriate.
- 8.3 I will use my electronic devices at School as determined by staff, including where, how long, and which sites, applications, and games I am allowed to access.

## 9. SENSIBLE USE

- 9.1 I will use my electronic devices at School as determined by staff, including where and for how long I can use these devices, and which sites, applications, and games I am allowed to access.
- 9.2 I am aware that all activity is monitored, logged, and can be traced and that the School can access any files I store on the School's network as well as my emails and browsing history.
- 9.3 As a Boarder, I will follow the guidelines regarding use of technology in my House – i.e., handing in devices before prep, before bedtime, and at the discretion of the Head of House.

## 10. SOCIAL MEDIA AGE RESTRICTIONS

- 10.1 I agree to adhere to the Australian Government Social Media Age Restrictions, which prevent Australians under the age of 16 from creating, keeping, or using an account on specified social media platforms.