



## ***Acceptable Use of ICT Student (Gr 3-6) & Parent Declaration***

*Students will have access to the school's Information & Communication Technology (ICT) in accordance with the school's Acceptable Use of ICT Policy. This may include, but is not limited to the internet, digital camera, flip camera, webcam, desktop, iPad, iPod.*

*Staff and students at St Paul's Primary School use the school based password protected Intranet. Student use is closely monitored by teachers and governed by the Catholic Education Office. The Intranet has a filtering system that allows safe sites and will be used for ongoing learning in the classroom, as well as a means of communication between home and school. However, it is acknowledged that no filtering system is infallible.*

*To help ensure responsible & productive use it is essential that students and their parents are aware of, and agree to, the following conditions of use. Students must have a valid, signed agreement to be able to access ICT at St Paul's.*

### **Student Declaration**

**When I use the school's ICT, both at home and school, I have responsibilities and rules to follow. I agree to:**

- Engage only in activities keeping with the Catholic ethos of St Paul's Primary School
- Responsibly use ICT, including email, at school for learning purposes.
- Protect and use my own login and password and always log off when I am finished. I will not use the login of another person.
- Use & store ICT in shared spaces and with teacher/adult supervision
- Use ICT at school for learning, use equipment properly and not interfere with the work or data of another student
- Use ICT appropriately and immediately report any damage to teacher or ICT Manager.
- Not take food or drinks near the school's ICT devices
- Not give out personal details, including full names, telephone numbers, addresses and images of myself, other students or staff when online and protect my password
- Not bring and/or download unauthorised programs, including games, to school or run them on school ICT devices.
- Not alter the configuration of any devices.
- Only access websites as directed by my teacher
- Be aware that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- Talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the internet
  - I come across sites which are not appropriate
  - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities
  - I want to download an "App" for a personal device
- Be respectful in how I talk to and work with others online and never write or participate in online bullying
- Be respectful of others with regard to the photos I take or video I capture and never use these as a tool for bullying.
- Use school email system for learning purposes

**PTO .. Declarations to be completed**

- Not waste resources, especially ink and paper
- Only join social networking spaces online with my parent or teacher’s guidance and permission. Social networking sites such as Facebook are not legally permitted for children under the age of 13 and some examples like KIK are inappropriate for children under 18. Children that lie about their age to access social networking sites can often hinder future education/career opportunities. Research with your parents should be undertaken before accessing social networking. If parents are not confident they may talk to their child’s teacher or the school’s ICT Leader.
- Publish work online only using my first name or an alias (fake name). I am responsible for the content, presentation and accuracy of my work. All work must be approved by the teacher prior to publication.
- Abide by the guidelines and conditions set out by my teacher/s.

**Student Declaration**

**I acknowledge and agree to follow these rules and any future rules that may be developed in response to changing ICT. Any material accessed or saved may be reviewed by a teacher or ICT Manager.**

**I understand that if I choose not to follow these rules there will be consequences which may include limited or no access to school’s ICT.**

Student Signature: .....

**Parent/Guardian Declaration**

- I have discussed the Acceptable Use of ICT with my child as outlined above.
- I agree to my child using ICT at school for educational purposes in accordance with the above agreement.
- I understand that school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I consent to my child corresponding with others, including the use of email.
- I acknowledge that St Paul’s has in effect an Acceptable Use of Information & Communications Technology (ICT) Policy. I can request a copy from the school office.
- I understand that my child will use technology to access and store information, as a result data will be stored locally and may also be stored on servers that are located outside Australia. Students will be educated around protecting their privacy and staying safe online.
- I will contact the school if there is anything here that I do not understand or if anything concerns me.
- This agreement remains valid whilst my child is enrolled in Grades 3-6 at St Paul’s.

Parent/Guardian Signature:.....

Print Name: .....

Date: .....