



Acceptable Use of ICT

Student (Foundation - Gr 2) & 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:

- Ask the teacher for permission before I use the school's ICT for any reason
- Use my own login and password, which I will keep secret when using the school's ICT
- Always log off when I am finished using ICT so that no one else can use ICT as if they are me
- Always keep my personal information private when I am online. I will not give out information such as my surname, address, telephone number or parents' work address/telephone number.
- Tell my teacher if I see anything on the internet that I don't like, frightens me or I think might upset one of my friends.
- Ask for verbal permission before taking a picture of another student
- Never send a person my picture without first checking with my teacher.
- Get permission from my teacher if I am going to use pictures or work created by another person including material from websites.
- View and edit my own files only.
- Care for the equipment that I have been allowed to use. I will tell my teacher straight away if there is something wrong with an ICT device.
- Not take food or drinks near the school's ICT devices
- Not waste resources, especially ink and paper
- Use ICT in a shared space with teacher/adult supervision
- Be respectful in how I talk and work with others online
- Compose email messages using only language I understand is acceptable in my school.
- Always follow instructions given to me by my teacher and not do anything which I am not instructed to do

I acknowledge and agree to follow these rules. Any work I do using an ICT device may be checked by a teacher or ICT Manager. I understand that if I choose not to follow these rules there will be consequences which may include not being allowed to access ICT.

Student's Signature:

PTO .. Parent Declaration must also be completed

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 Foundation to Gr 2 at St Paul’s.

Parent/Guardian Signature:.....

Print Name:

Date: