

## Appendix 1

### **St Thomas the Apostle Catholic Primary School Computer Facilities and external Networks (ICT) Student Acceptable Use Agreement 2015**



To have access to Information and Communication Technologies at St Thomas the Apostle you need to follow these agreed practices.

#### **Student Agreement**

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use devices and internet the way my teacher(s) has asked me to.
- I will turn off the monitor, then tell my teacher or another adult immediately if I find something that is not appropriate for school children on the Internet or school network.
- Publish work, send emails and post messages using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Pack away equipment and tidy the area I was using.

I will not:

- Give out personal information that could be used to identify me, my family or friends, such as surname, address, phone number or photo while using the internet.
- Pretend to be another person when communicating on the internet.
- Break copyright law by copying and/or using another's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information about inappropriate material or sites to other students.
- Misuse the Internet or encourage others to do so.
- Waste materials through excessive printing and downloading.
- Download any software or files, store files, install software, or change computer or other device settings without the permission of a teacher.
- Access social media on any device at school, without explicit teacher direction.
- Post any images, videos or comments about any member of my school community that might give my school a bad name and offend a member of the school community.
- Upload images of other members of the school without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the principal.
- Bring personal devices to school and use them on the playground.

Student's signature (Year 3 and above) \_\_\_\_\_

Name (print) \_\_\_\_\_ date: \_\_\_\_\_

#### **Breaking the Student Agreement**

If a student breaks the Student Agreement a number of steps can be taken:

- Appropriate ICT rights withdrawn.
- Withdrawal of individual log-on to intranet, internet or both for a period of time as deemed appropriate.
- Parents notified.
- Guidance from the Learning Technologies Specialist or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

***PTO for Parent Acknowledgement***

## Parent Acknowledgement

I give / do not give (circle one) permission for my son/daughter  
\_\_\_\_\_ (name) in \_\_\_\_\_ (class) to use the Internet and other ICT facilities.

- I have read the Information and Communication Technologies Policy containing acceptable use guidelines and the Student Use Agreement. A copy can be viewed on the school website at [www.sttap.act.edu.au](http://www.sttap.act.edu.au)
- I agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the policy.
- I agree to my child transmitting work electronically to teachers and having the work published where the school considers to be appropriate.
- I have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- I consent to my child's use of the school's student email system on the understanding that the system is provided through Google Apps for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Parent/Guardian's signature: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to school as soon as possible.**

**Your child will be unable to use the school's ICT facilities, including internet, until this form is returned. Thank you.**