



The purpose of Information and Communication Technologies (ICT) at St Finn Barr's Catholic School is to enhance student-learning opportunities and prepare students for the demands of an ever-changing world by facilitating learning in a technology-rich environment.

The use of ICT at St Finn Barr's is to be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this Agreement. This Agreement applies to the use of all school-related ICT for educational purposes, whether provided by the school or the student.

The Grade 3-6 Student Acceptable Use of ICT Agreement 2020 must be signed by all students enrolled at St Finn Barr's Catholic School and their parent/carer and is to be read in conjunction with the TCEC ICT Policy (Students) which is available to view on the School website and the TCEO website.

1. What is ICT?

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems and related applications such as email and internet
- discussion forums, chat rooms, blogs, social networking sites, podcasts,
- instant messaging systems
- mobile phones, tablets, PDAs etc
- fax machines
- video or still cameras
- audio recording devices.

2. Staying Safe Online

- Keep your passwords and personal work secure
- Use the Internet and email only under teacher supervision

- Ask your teacher before providing any personal details online
- Always get teacher permission before publishing any personal information or photos on the Internet or in an email.

It is important to help children understand how they can keep themselves and others safe while online. Please take time to sit with your child and become familiar with the apps they are using, especially if they are apps that allow them to communicate with other people. **Most Social Media services and Apps require users to be 13 years old to join. While at school, students will not be permitted to use social media.**

The Australian Government site, Office of the eSafety Commissioner, provides excellent resources for parents and is available via the following link - <https://www.esafety.gov.au/>

3. Acceptable Uses - Students Should:

Respect Resources -

- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, email and internet resources. When transferring data via USB ensure that it is appropriate for school
- Ask permission from your teacher before following online prompts.

Respect Others -

- Respect the rights, beliefs and viewpoints of others. Follow the same standards of behaviour online as you are expected to follow in real life
- Do not use social media or electronic messaging to incite or bully others
- Observe Copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own.

4. Unacceptable Uses - Students Should Not:

- Use ICTs for anything other than educational activities
- Provide your password to others
- Use the passwords or access the files of other users
- Install or use software which is not licensed by the school
- Enter any information online without teacher permission
- Download files or share files with other Internet users without teacher permission
- Post or send inappropriate, hurtful or inaccurate comments about another person – messages sent using the school’s ICTs may be monitored
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending messages, it must stop
- Take or send photos, sound or video recordings of people without their permission
- Access or forward pictures, video, text or audio which may be offensive
- Use the ideas or writings of others and present them as own work
- Use material from the internet in a manner which breaks copyright laws.

5. Notification - Students Should:

- Tell the teacher immediately about any messages received that are rude, upsetting or worrying
- Tell a teacher immediately if something inappropriate is accidentally accessed. This will make sure that you are not blamed for deliberately breaking the School’s Acceptable Use Agreement
- Tell a teacher if someone else is doing something which offends you or is not permitted.

6. Consequences of Improper Use

Consequences for any student breaking these rules may include:

- Loss of access privileges for a period of time

- Informing parents/carers
- Legal action.

7. Illegal Activities

Activities that threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the police.

8. Students Participating in a BYOD Program - Information for Students

Students and families who are participating in a BYOD Program have the following responsibilities:

- To care for and keep the device secure at all times
- To acknowledge that the School cannot be held liable for any damage to or theft of the BYO device
- To bring the device to school each day in readiness for use in the classroom with the battery fully charged
- To only use the Internet within the school proxy and filtering system provided while at school - to not use any Apps that require a Virtual Private Network (VPN)
- To not have any SIM card installed in a cellular device
- To have all School requested apps installed on the device
- To not remove any apps that are owned by the School and installed on the device for the duration of the student's enrolment at the School
- To have purchased a BYO device that meets device specification requirements
- To not attach any BYO device to school-owned equipment without permission of the school
- To be aware that schools have explicit permission to monitor and audit BYO devices brought to school by students
- To be aware that BYO devices may have their serial number recorded by the school's IOS Management System for the purposes of device identification.

9. Letters of Agreement

STUDENT

I have read and I understand the rules and responsibilities of the School's Acceptable Use of ICT Agreement. I am aware that, at anytime, my iPad may be checked by School staff for any content that does not fit the expectations of St Finn Barr's Catholic School. I also understand that the Principal and my Parents/Carers will be notified immediately if I do not keep these rules and act responsibly. As a result of using ICT inappropriately, I understand that my access to ICT while at school may be re-negotiated. This may result in a loss of, or restricted, access to the school ICT resources and not being able to bring my iPad to school for a period of time determined by the Principal. If my behavior is illegal, I understand that the police will be contacted.

Student Name: _____

Class: _____

Student Signature: _____ Date: ____/____/____

PARENT/CARER

As the parent or carer of this student, I have read the School's Acceptable Use of ICT Agreement and the TCEC ICT Policy (Students). I understand that these resources are designed for educational purposes. I also recognise that all reasonable care will be taken by staff to ensure online safety. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the School, including access to Email and the Internet. I understand that I have a role to play in creating a supportive and safe online environment for my child while at home and accept full responsibility for supervision if and when my child's use is not in a School setting. I understand that I will still need to use the School Office to communicate messages to my child and not contact them while at school on their iPad.

Parent or Guardian's Name: _____

Parent or Guardian's signature: _____ Date : ____/____/____