



ST FRANCIS SCHOOL ICT ACCEPTABLE USE STUDENT AGREEMENT

Reception - Year 5 ICT ACCEPTABLE USE STUDENT AGREEMENT

This agreement is aimed at keeping your child and others safe. We expect you and your child to indicate, by signing, that you have discussed this and agree to this 'Acceptable Use' document. Parents of students in Reception–Year 2 are expected to discuss this Agreement and sign on their behalf. Students in Year 3–5 are expected to sign the Agreement with their parents. Your child will then be able to join the school network and make the most of the ICT resources available through the school.

Our guiding principle as a Catholic School is acting in a moral and just way.

Below are some examples of acceptable and unacceptable use

Acceptable Use

To use your computer or device:

- For your schoolwork
- To communicate with other students, teachers or staff at school
- In a way that respects you
- In a way that respects others
- To report to teachers any unsafe or irresponsible activities if they happen
- To report any damage immediately
- To seek help from teachers/parents/trusted adults or cyber safety information publications or websites when feeling unsure
- Be responsible for your own devices when at school and follow teacher instructions regarding appropriate storage (e.g. Mobile phones)

Unacceptable Use

- Sharing someone's password, name, phone number, photo or email address on the internet
- Using someone else's login details, device or files
- Using digital technologies without your teacher's approval
- Using technology in a way that is hurtful or offensive to other people
- Sharing pictures or words that bully or are harmful/threatening or offensive to others
- Using information from the internet without recording where you found it (the source)
- Using technology during play time, without permission.
- Charging your family owned device at school
- Treating any device carelessly or in ways that could damage it
- Using the school email for non-school purposes



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INTRODUCTION

ICT is used to support and enhance the teaching and learning at St Francis School. When reading this Agreement "ICT" refers to all computers and technologies such as IWBs, iPad's, educational software, laptops, digital cameras, video cameras, scanners and all computing services used by the school including Office365 and other cloud computing services. This agreement covers conduct both during and outside school hours when using school or CESA supplied services. Unacceptable use of ICT by students will result in a loss of access to the technology.

PRIVACY CONSENT

Information that you transfer or store using the school's Cloud Computing Services (including email, assignments, blogs and data storage) may be stored by Microsoft O365, SeeSaw, Edublogs, Google Apps or other Cloud Computing Service providers (**Cloud Providers**) in the United States of America, or such other country as the Cloud Providers may decide. By using the school's Cloud Computing Services, you are consenting to the transfer to, and processing and storage of your information in, such overseas location, even though the privacy laws in those countries may be different to the privacy laws in Australia.

ACCEPTABLE USE

You agree that you will comply with all requirements as set out in this Agreement. This applies to all other relevant laws and restrictions when using various information and communication technology resources through the school and SACCS network (including email, the Internet, cloud computing services and services provided through third parties), that you will not use Computing Services to do anything that is against the law, and that you will not:

- send or help to send unsolicited bulk email (spam);
- publish material that is hurtful or offensive to other people, including material that is defamatory, threatening or discriminatory;
- knowingly create or send any viruses, worms, Trojan horses or anything of a similar nature;
- disable, change, reverse-engineer or otherwise interfere with the Cloud Computing Services.
- Students are required to obtain teacher permission prior to establishing contact with participants not associated with their school.

MONITORING

You agree that school Workplace Participants and Catholic Education Office Workplace Participants responsible for ICT systems will have the ability to (and may at any time) monitor your use of the Cloud Computing Services, including accessing and monitoring any data that you have sent or stored using the Cloud Computing Services, to ensure that you are using the Cloud Computing Services appropriately.

SUSPENSION OR TERMINATION OF USE OR OTHER CONSEQUENCES

If there is an emergency security issue, or if you are suspected of making inappropriate use of the technology, your access may be suspended or terminated. This means that you might not be able to access your school email, assignments, blogs and data storage. If you are found to have made inappropriate use of any technology including Cloud Computing Services, ICT applications etc, the school may also apply other disciplinary consequences.



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A physical copy of this agreement is available on request from our Front Office.

The signing of this Agreement indicates an understanding of, and agreement to, students adhering to the statements and expectations in this document, with the support of the parents/guardians, in the school's endeavours to ensure safe and ethical use of ICTs whilst at school.

All students will be responsible for their use of school and personal technologies (used at school or through the school network) and consequences of unacceptable use will be followed as per school policies.

STUDENT AGREEMENT

Child's First Name *

Child's Last Name *

2024 Year Level *

- Reception
- Year 1
- Year 2
- Year 3
- Year 4
- Year 5

I confirm I have read and agree to the guidelines as stated in the above St Francis School's **Student ICT Acceptable Use Agreement.** *

Write your signature above



ST FRANCIS SCHOOL ICT ACCEPTABLE USE STUDENT AGREEMENT

Parent/Guardian First Name *

Parent/Guardian Last Name *

Parent/Guardian Email *

As parent/guardian of the abovementioned student, I sign this agreement to approve my child's use of St. Francis's ICTs, including the **school network, internet and intranet services**, in accordance with the above ICT Policy and Student ICT Acceptable Use Agreement.

I understand that any personal electronic devices, such as mobile phones and USB store drives, which are brought to school by my child, remain the responsibility of my child. *

Write your signature above