



ST FRANCIS SCHOOL ICT ACCEPTABLE USE STUDENT AGREEMENT

ST FRANCIS SCHOOL ICT ACCEPTABLE USE STUDENT AGREEMENT-YEAR 6 MACBOOK.

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. Students in Year 6 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 Apple MacBook devices made available through the school. Additionally, they will be able to take their Mac to and from school for **the purpose of completing school based tasks and homework only.**

The following outlines the responsibilities and acceptable use of school provided Apple MacBooks:

Responsibilities and Acceptable Use	Unacceptable Use
<p>To use your computer or device:</p> <ul style="list-style-type: none"> • 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) • It is the responsibility of year 6 students to ensure the Mac is fully charged at home each night, ready for school. 	<ul style="list-style-type: none"> • 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-especially at home • Using technology in a way that is hurtful or offensive to other people • Sharing video, 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 the device at home for purposes other than school work. This includes any form of social media, downloading games and apps, etc. • Charging a family owned device at school • Treating any device carelessly or in ways that could damage it • Using the school email for non-school purposes

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, mobile phones, smart watches 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 ICTs 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, icloud, SeeSaw, Prezi, 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:

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



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AGREEMENT-PLEASE CHECK EACH BOX:

- I/We agree to the school's expectations for students using Mac Books for learning and agree to take all possible steps to ensure our child complies with these expectations.
- I understand that I WILL be liable where damage has occurred to the Mac Book provided to my child if it is deemed to be not part of expected normal wear and tear. Normal wear and tear does not cover loss, negligence, unauthorised software installs or malicious damage.
- I understand that the Mac Book remains the property of St Francis School and that any loss or damage to the iPad must be immediately reported to the class teacher, principal and/or IT staff.
- I understand that in the event of loss or damage up to two quotations for repair or replacement will be obtained by the school and shared to the parent/caregiver if the damage incurred is beyond normal wear and tear. With the expectation that the parent will be liable for costs related to the repair or replacement of the Mac Book.
- I understand that I will be fully liable for any expense in full should my child damage the Mac Book provided for them by our school for learning purposes.
- I understand that I will need to meet with the principal or business manager to make payment arrangements before my child is provided another Mac Book to use by the school.
- I understand that all repairs and replacements will be carried out by an authorised Apple repairer or reseller and will be arranged solely by the school.
- I understand that any connections to the Mac Book at home to peripheral devices or services are at the users own risk. For example, home internet access.
- I understand that Mac Books are provided to students as a learning tool. If the Mac Book provided to my child is found to have illegal software or usage, including browser history, I will be contacted, and consequences may involve limited or no access to school provided learning technologies.
- I understand that if I am concerned about anything installed on the Mac Book provided to my child that I can contact the class teacher or principal to discuss the matter.
- I agree to supervise my child's use of technology and internet access at home closely and agree to take immediate action should I become aware of any cyber bullying or safety concerns by gathering evidence where possible and notifying the school for guidance.

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.

A digital copy of this agreement is available on our school's website or by request.

www.sflockleys.catholic.edu.au

The signed agreement must be returned to school.

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.



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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

The following student has been made aware of and agrees to the guidelines as stated in the St Francis School's **Student ICT Acceptable Use Agreement**.

Student's Full Name: _____

Student's signature: _____

Date: _____

Parent/Guardian Agreement Contract

As parent/guardian of the student named here, 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 ICT Policy and Student ICT Acceptable Use Agreement.

I understand that any personal electronic devices, such as mobile phones, smart watches and USB store drives, which are brought to school by my child, remain the responsibility of my child in accordance with the ICT Policy and Student ICT Acceptable Use Agreement.

Parent's Name: _____

Parent's Signature: _____

Date: _____