



## ST. PETER'S CATHOLIC PRIMARY SCHOOL

### Acceptable User Agreement for the use of Internet and Digital Technologies

(YEARS 3 – 6)

Parents are asked to discuss this information with their child who attends St Peter's Catholic Primary School. The parent/guardian and child will need to sign this document and return it to school.

The use of ICT such as computers, iPads, the internet, email and electronic communication must be used appropriately and for educational purposes. Students may only use the internet under teacher supervision. Internet access is also screened by Catholic Education Office Melbourne, through ICT tools such as Zscaler, which aims to ensure that inappropriate sites are avoided. Children will have access to G Suite (Google apps) which stores the data in online cloud formats, which may be stored in global secure locations.

## STUDENTS

### Equipment

- I will treat all equipment with care so that no other user will have a less effective experience as a result of my usage.
- I will behave appropriately and responsibly when using any equipment and associated software, for example, chromebooks, PCs, iPads, cameras, headphones, interactive whiteboards and photocopier.
- I will not alter any pre-set operation of any equipment I use.
- I will notify staff immediately of any inappropriate use of equipment, software and internet use.

### Internet

- I will only access the internet during class time (Students cannot access the internet before or after school or during recesses unless otherwise directed and supervised by a staff member).
- I will keep my logins and passwords private and not seek passwords of others. I will log out at the end of each session as I know that anything that happens on a digital device when I am logged on is my responsibility.
- I will use St Peter's ICT facilities, specifically the internet, for educational, communication and research purposes only.
- I will always use language and behaviour that I know is appropriate online.
- I will respect the privacy and ownership of others' work and materials from websites at all times.
- I will not provide personal details on the internet, under any circumstances. I will always let my teacher or parent/guardian know if someone is asking for these.
- I understand that the school has access to all my online activity.
- I will not make deliberate attempts to look for or download and use material that is non-educational, illegal or which would be thought of as offensive.

- I will only download materials required for school activities. If I should unknowingly navigate to a website that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher/parent/guardian (this site will then be blocked by the IT administrator). Our school network is filtered so offensive material cannot be accessed.
- I will not attempt to access any online streaming service (such as YouTube or other television shows or movie streaming services) without the express consent of my teacher.
- I will only use the school email for educational purposes and not for personal use. I will not subscribe to any websites (such as youtube, facebook) using my school Gmail account.
- I will not open any emails, attachments or links in an email from anyone who I do not know.
- I will not gain or attempt to gain access to files or emails of others or send messages so that it appears to be from someone else.
- I will not engage in any behaviour that encourages any form of cyberbullying or harassment.

### Chromebook

- I must carry the chromebook with two hands at all times.
- When I take the chromebook home, it must be in its protective bag.
- When I carry the chromebook in the bag, I must take care to place my school bag down and not drop it.
- I must ensure the chromebook is charged at home **every night** and returned to school **fully** charged the following day.
- Students are to keep all internet history on the chromebook until cleared by their classroom teacher. This is to help parents and teachers to monitor internet usage.
- I understand that my teachers may gain access to my emails, search history (even when searching in private and at home) along with any revisions, edits and unsaved versions of my documents on both the school server and those stored online (such as Google docs)
- I am not to access any social media sites (for example, facebook, instagram, snapchat) on the chromebook at any time.
- I will not to be use my chromebook before and after school, or during recess and lunch breaks unless specifically requested and supervised by a teacher.
- I will not use my chromebook during wet/hot day programs.
- I must seek permission from a teacher to take a photo or a video at school.
- I am not permitted to upload photos taken at school onto any internet site.
- I am to use my own chromebook, unless specifically requested by my teacher to work with another student.
- I understand that I am not allowed to consume food or drink near the chromebook.
- I understand that if my Chromebook is damaged that my parents will be responsible for the cost of fixing that damage.
- I understand the chromebook must be repaired through the school technician, it must not be taken to an external repairer.

***The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of chromebooks by students. Variations shall be in writing signed by the school principal, and will be distributed to students and will take effect immediately.***

## PARENTS

- It is my responsibility to supervise the internet access of my child on a home device. St Peter's cannot accept any responsibility for inappropriate use of the internet in the home environment.
- It is recommended that technology in the home is used in a communal area and not a bedroom.
- I understand that I must check my child's browsing history but I am not to clear it.
- We recommend you charge the chromebook in a communal area of the house where it will be easily seen in the morning so it won't be forgotten.
- I understand that if my child's Chromebook is damaged the cost of fixing that damage is the responsibility of the parents/guardians.
- I understand the chromebook must be repaired through the school technician, it must not be taken to an external repairer.

## **Please return this section to school**

### **St Peter's Acceptable Use of Technology Agreement for Students**

As a responsible user of the technology facilities at St Peter's Primary School, I will follow the above rules.

I understand that if I have broken these rules, appropriate action will be taken.

I will be given 3 warnings in an infringement notice which will need to be signed by my parent/guardian and returned to school the following day.

Upon the 3rd infringement notice, I will have a meeting with Ms Bergin, my parents/guardians and classroom teacher to renegotiate how I use technology at school.

If the infringement is deemed serious the 3 warning system will not apply, I will need to discuss my actions with Ms Bergin immediately.

Student's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Class: \_\_\_\_\_

Date: \_\_\_\_\_

### **St Peter's Acceptable Use of Technology Agreement for Parents**

I declare that my child and I have read, discussed and understood this Acceptable User Agreement and I hereby give permission for him/her to use his/her chromebook and the school's technology facilities and internet. I accept the terms of this agreement.

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_