ICT Acceptable Use Agreement

Student Name: _____ Year_____

Cyber safety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use apps such as Mathletics or Reading Eggs.

Part A: School Profile Statement

Glowrey Catholic Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/carers. The purpose of this Agreement is to ensure that students at Glowrey Catholic Primary School use digital technologies in a safe and appropriate manner. We request that parents/carers work with us and encourage this behaviour at home.

At Glowrey Catholic Primary School we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment;
- have a Respectful Relationships Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour;
- educate our students to be safe and responsible users of digital technologies;
- raise our students' awareness of issues such as online privacy and intellectual property including copyright;
- supervise students when using digital technologies for educational purposes;
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed;
- respond to issues or incidents that have the potential to impact on the wellbeing of our students;
- know that some online activities are illegal and as such we are required to report this to the police
- support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child
- provide parents/carers with a copy of this agreement.

On the following pages you will find a list of technology related issues that your child will discuss in class. We ask that you read through and discuss these points with your child, ensuring they fully understand the importance of using technology appropriately.

On the final page, please sign to indicate you have discussed these points with your child.

Part B: Safe and Responsible Behaviour
(Students, please tick each box to demonstrate your understanding of each point)

When I use digital technologies I will:

BE RESPECTFUL AND USE RESPECTFUL LANGUAGE.
This means:
☐ never sending mean or hurtful messages.
☐ not being mean to others (This can include leaving someone out to make them feel bad).
☐ not copying someone else's work.

KEEP MY NAME AND INFORMATION SECRET by not telling my full name, photo, birthday, address and phone number to anyone on the computer or iPad.
This means:
☐ not telling anyone my personal information.
☐ always logging out of online accounts correctly (e.g. Mathletics).
☐ only sharing my passwords with my teacher and parents (e.g. Mathletics).

LOOK AFTER MYSELF AND OTHERS by thinking about what I share online.
This means:
☐ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information.
☐ not putting photos or videos of other people online without their permission
☐ telling a trusted adult if someone is unkind to me, or if I know someone else is upset or scared.
☐ stopping to think about what I post or share online, as once it's posted it cannot be taken back.
☐ using sites that are right for my age and not deliberately searching for something rude or bad.
☐ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult.

When I use school digital technologies, including iPads and laptops I will:
☐ shutdown or restart the laptop properly.
☐ close apps / programs when I have finished.
☐ only go on apps / programs that I've been instructed to.
☐ not move any apps.
☐ not change the background or change any settings.
☐ delete any photos I take from the iPad.
☐ not go into other people's folders or files.
☐ not delete anyone else's files.
☐ report anything I see that is inappropriate straight away.
☐ not look up anything inappropriate on the internet.

Glowrey Catholic Primary School prefers that students do not bring mobile phones to school and accepts no responsibility for lost or damaged items. If parents require students to bring a phone to school, students agree to:

• keep their mobile phone turned off and in their school bag during the school day, or hand in to School Reception for safe keeping throughout the school day;

• protect the privacy of others and never post or forward private information about another person using any messaging service;

• follow all the behaviour guidelines as detailed above in this Agreement.

Students who are found in breach of these expectations will have their mobile phones confiscated, to be collected by parents/carers from Reception.

Part C: Consequences

If I fail to comply with the above guidelines, the teacher, in consultation with the Principal will determine appropriate consequences for any breach of this Acceptable Use Agreement.

Consequences may include one or more of the following:

- Student and teacher discuss the inappropriate behaviour;
- Suspension from using technologies at school. e.g. 1 day, 1week, which will involve the confiscation of personal devices such as mobile phones;
- Indefinite suspension from using technologies until the school deems the student is ready to be reinstated.
- Parents informed.

Part D: Student Declaration

I have read and fully understand all parts of this 'Acceptable Use Agreement'.

Signed _____ Date_____

Part E: Parents Declaration

I / We have read through this document with our child and will continue to support the correct use of technology at school and at home.

Signed _____ Date_____

Google Apps for Education

As part of Glowrey Catholic Primary School's continued effort in creating engaging, online, collaborative learning opportunities, students will have access to a Google Apps for Education Account (GAFE). Google Apps for Education is a platform created and hosted by Google. It includes a variety of services such as email, document creation, communications, and more. You can find out more about Google Apps for Education here:
https://www.google.com/work/apps/education/products.html

These accounts will be created and maintained by Glowrey Catholic Primary School's and will allow our students to create, collaborate and share work with their peers and teachers. All information created or transmitted can be monitored by Glowrey Catholic Primary School's to ensure all our students act appropriately and become positive digital citizens.

Glowrey Catholic Primary School believes it is important that students have exposure and interaction with web-based technology and communication tools to compete in a global economy. For this, we are asking for your written permission to the statements below:

As Parent/s / Caregiver/s, I/we give permission for my child to:
- Use a Glowrey Catholic Primary Schools administered Google Apps for Education Account, which includes:
    - Sending and receiving emails.
    - Creating, collaborating and sharing documents.
    - Use of Google Drive for cloud based data storage.
    - Use of chat and other communication tools within the St Fidelis' Primary School managed account.
    - Use of other Google Apps within the Google Apps Marketplace that have been approved for use by St Fidelis' (such as Google Classroom).
- I acknowledge that in accordance with the Australian Privacy Act (AAP8), that data created using Google Apps for Education can be stored off site and overseas.

This means that when a student creates a document, sends an email, etc. all of this information is saved in the cloud. This cloud is a series of data centres that save the information, just like your computer at home would, for easy access. These data centers can be all around the world. The data is secure and can still only be accessed by the account holder (the student) and Glowrey's IT administrators, but it is now a requirement of Australian law that you are aware of and allow this.

Signed: _____Childs Name:_____ Date: _____
(Parent/s or Caregiver/s)

At times, students will be asked to log in and access their Google Apps for Education account at home for research or homework purposes, this will still fall under the account security policies at place at Glowrey Catholic Primary School, but we cannot monitor or protect your child from content found on the internet when at home.

Please always try to be cyber aware, and talk with your children about their time spent on the Internet. Glowrey Catholic Primary School also encourages you to contact us should you require any information or advice about these matters.