

# Holy Spirit Primary School, St Clair

## Information and Communications Technology

### Acceptable Use Agreement



#### Introduction

The purpose of Information and Communications Technology (ICT) at *Holy Spirit Primary School* is to:

- enhance student learning opportunities
- promote student achievement
- support student – school communication

The use of all ICT used at Holy Spirit Primary School should be responsible, legal, appropriate and for educational purpose and should follow the guidelines outlined in this policy.

#### Definition

'ICT' means Information and Communications Technology. It covers any device or related applications which allow users to record, send, access or receive information, in text, audio, image or video form. These may include but are not limited to :

- computer systems, iPads, iPods, printers, portable data storage devices
- telephones, mobile phones, smart boards, radio, television
- internet and network services, email, online data storage mediums
- video and still cameras and audio recording devices
- all other digital communications devices owned by CEDP or *Holy Spirit Primary School*
- social media applications - examples include but are not limited to Facebook, YouTube, Twitter, podcast, instant messaging systems, blog or wiki posts and comments

#### 1. Policy for Students

At *Holy Spirit Primary School*, I have access to Information and Communications Technology to enhance my learning. I must '**BE CYBERWISE**'; that means '**Be Safe**', '**Be Respectful**' and '**Be Responsible**' when using ICT at all times as outlined in '**CYBERWISE**', published by the Catholic Education Diocese of Parramatta.

#### 2. Acceptable Uses of Information and Communications Technology (ICT)

<i>Use ICT to enhance my learning</i>	✓	<i>Take special care of all ICT equipment</i>	✓
<i>Follow the teacher's instructions</i>	✓	<i>Ask permission to print my work</i>	✓
<i>Keep my personal information private and secure</i>	✓	<i>Keep my password private and secure</i>	✓
<i>Credit an author's work or images</i>	✓	<i>Be respectful of people as well as equipment</i>	✓
<i>If I come across anything inappropriate, close the screen and tell my teacher</i>	✓	<i>Ask permission before sharing other people's work, images or information</i>	✓
<i>Use email under teachers' instructions</i>	✓	<i>Use blogs and wikis under teachers' instructions</i>	✓
<i>Only access teacher approved internet sources/sites</i>	✓	<i>Report any unsafe or inappropriate use of ICT to the teacher</i>	✓

#### 3. UNACCEPTABLE Uses of Information and Communications Technology (ICT)

<i>Misuse or wilfully damage any device including removal of any piece or part</i>	✗	<i>Bring technology from home to use at school without teacher permission (mobile phones may be stored in the Office)</i>	✗
<i>Change settings on any computer, device or application</i>	✗	<i>Search for inappropriate internet content including images or games</i>	✗
<i>Change, copy or delete any work that is not my own</i>	✗	<i>Share information or take photos/videos of other people without their/teacher permission</i>	✗
<i>Access Social Media e.g. Facebook, Twitter YouTube etc unless guided by my teacher</i>	✗	<i>Copy other people's work including internet images and claim them as my own</i>	✗
<i>Enter into any 'chat' option or facility in any game or application</i>	✗	<i>Send or post inappropriate or disrespectful images or comments about others</i>	✗
<i>Play games with inappropriate content</i>	✗	<i>Install programs or Apps on any device</i>	✗
<i>Use inappropriate language in the context of computer applications</i>	✗	<i>Download from or upload content to the internet without teacher permission</i>	✗

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I can **'BE SAFE'** by:

- keeping personal information and passwords private and secure
- only accessing teacher approved internet sources/sites

I can **'BE RESPECTFUL'** by:

- observing copyright by acknowledging the authorship of others
- commenting in an appropriate manner when referring to others while using ICT

I can **'BE RESPONSIBLE'** by:

- only using ICT provided by the school or approved by a teacher
- caring for ICT in a safe and appropriate manner

#### 4. Consequences if rules are broken

Depending on the rule broken, the following people would be informed:

- i) Teacher, ii) Principal, iii) Parents

Wilfully disregarding the rules will result in:

- Timeout to reflect on the consequences of actions taken
- Access to ICT including computers and internet will be withdrawn for a period of time determined by the teacher/principal

**Please take note:**

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

### Acceptable Use Agreement – Holy Spirit Primary School

#### STUDENT DECLARATION

I understand the rules and responsibilities for using Holy Spirit Primary School's Information and Communications Technology.

I also understand that the Principal and my parents/carers will be notified immediately if I do not keep these rules and act responsibly. I may also have my access to ICT including computers and the internet withdrawn for a period determined by the teacher/principal.

STUDENT NAME: \_\_\_\_\_ CLASS : \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_ DATE : \_\_\_\_\_

#### PARENT/CARER DECLARATION

As the parent/carer of this student, I have read the school's Information and Communications Technology Acceptable Use Agreement. I understand that school supplied ICTs are educational resources provided to enhance the education of all children at Holy Spirit Primary School.

I recognise that the school will use its best efforts to supervise children in their use of educational resources. I also recognise that it is impossible to completely restrict access to controversial materials.

I hereby give permission for my child to be given access to information and communications technologies as deemed appropriate by the school, including access to school based email and the internet.

PARENT/CARER NAME: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

*Students will not be permitted to use ICT at Holy Spirit Primary School, St Clair until this agreement has been signed by both the student and their parent/carer and returned to the school.*

*This agreement will remain in effect for the duration of the student's education at Holy Spirit Primary School, St Clair or until a revised ICT Acceptable Use Agreement is issued, signed by both the student and their parent/carer and returned to the school.*