



ICT User Agreement 2021

Review Date: 2023

Ratified by the School Board _____ February 2021

*** The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'Cyber safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones and Internet enabled devices*
- (c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, internet cloud services), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as they come into use.*
- (e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Additional information can be found at www.cybersafety.gov.au

USER GUIDELINES



ACT RESPONSIBLY

Use technology responsibly. Communicate respectfully by thinking and checking what I write or post is polite and respectful

This means:

- Never sending mean or hurtful messages or emails
- Never sending or using photos of my friends or family without asking them
- Not bringing any ICT equipment/devices to school without prior approval from my teacher
- Being responsible and sensible when using school ICT equipment and report any damages to equipment to my teacher



ACT SAFELY

Protect personal information (name, address, date of birth)

This means:

- Always asking an adult before putting my personal information online
- Never putting my friends or families' information online
- Protecting my password and not sharing it with others



SHOW RESPECT

Look after myself and others by thinking about what I access, share and send online

This means:

- Speaking to a teacher or parent if I see something that makes me feel upset or uncomfortable or if I need help
- Speaking to a teacher or parent if someone is mean to me online
- Speaking to a teacher or parent if I know someone else is upset or scared



MISUSE PROCEDURE



MINOR OFFENCES

Teacher reminds student of the ICT Policy and Procedures

Student complies immediately -
no further action

Student continues to ignore the ICT policy -
teacher confiscates equipment or withdraws student's access privileges. Student and/or parent/carer called to meet with teacher to determine corrective action. Student has to negotiate a gradual reinstatement of privileges.

Student continues to behave inappropriately
Student has to negotiate a gradual reinstatement of ICT privileges

SERIOUS OFFENCES

Serious offences include serious threats or bullying, sharing of illegal or indecent information or images or inappropriate content.

The Principal and parents will be notified and police may be called to investigate the allegation. Access to ICT equipment and resources will be withdrawn until the investigation is complete.



USER AGREEMENT



To the student and parent/legal guardian/caregiver, please:

- **Read this page carefully** to check that you understand your responsibilities under this Agreement.
- Keep this document for future reference.

We understand that St Anthony's Catholic Primary School will:

- Do its best to keep the school cyber safe.
- This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cyber safety rules and requirements detailed in the User Agreement.
- Respond appropriately to any breaches of the User Agreement.
- Provide members of the school community with cyber safety education designed to complement and support the User Agreement initiative.
- Welcome enquiries from students or parents about cyber safety issues.

Student

As a Student of St Anthony's Catholic Primary School, responsibilities include:

- I have read and understood this User Agreement.
- I will follow the agreement whenever I use the school's ICT and on school related services (email, OneNote, SeeSaw etc)
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school's community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask the relevant staff member if I am not sure about anything to do with this Agreement.
- I will not impersonate another student or access an account other than my own.
- I will only use ICT for school directed purposes.

I have read and understood my responsibilities and agree to abide by this Acceptable User Agreement. I know that if I breach this User Agreement there may be serious consequences.

Parent*

As a Parent of a student at St Anthony's Catholic Primary, my responsibilities include:

- I will read this User Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a safe environment.
- I will encourage my child to follow the user agreement.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.

I have read this User Agreement and am aware of the school's initiatives to maintain a safe learning environment, including my child's responsibilities.