



ICT Acceptable Use Agreement

St Anne's College is a Catholic community welcoming all, inspired by a loving God, committed to faith, wisdom and learning.

Central to the mission of St. Anne's College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially.

St Anne's College promotes the safety, wellbeing and inclusion of all students.

Student Name: _____ **Year** _____

Cyber safety and responsible use of digital technologies are both important issues for young children. By the time children arrive at school many are already using digital technologies or exploring online. They visit their favourite websites, play games and use different apps.

Part A: School Profile Statement

St Anne's College 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 St Anne's College use digital technologies in a safe and appropriate manner. We request that parents/carers work with us and encourage this behaviour at home.

At St Anne's College 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.

We ask that you read through the following with your child and discuss these points together, ensuring they fully understand the importance of using technology in an appropriate and safe manner.

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

Part B: Safe and Responsible Behaviour

(Please tick each box to indicate discussing the following with your child, and that they understand each point)

When I use electronic devices I will:

BE RESPECTFUL AND USE RESPECTFUL LANGUAGE.

This means:

- ☐ never sending mean or hurtful messages.
- ☐ not being mean to others (including leaving someone out to make them feel bad).
- ☐ not copying someone else's work.

KEEP MY NAME AND INFORMATION SECRET

This means:

- ☐ not telling my full name, photo, birthday, address, phone number or personal information to anyone on the computer or iPad.
- ☐ not telling anyone information about me or my family.
- ☐ always logging out of online accounts correctly, especially if I am using a shared device.

LOOK AFTER MYSELF AND OTHERS

This means:

- ☐ thinking about what I share online.
- ☐ 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.
- ☐ turning off the screen or using the back button if I see something I don't like, and telling a trusted adult straight away.

When I use school digital technologies, including iPads and laptops I will:

- ☐ shutdown or restart the laptop properly.
- ☐ protect from damage, care for and respect the device that I am using.
- ☐ not eat or drink while near or using the device.
- ☐ 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.

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;
- Parents informed;
- Access to using technologies to be limited at St Anne's College, with restricted access to Wi-Fi, apps and time on the iPad;
- If unacceptable behaviour is consistent, a discussion with the student, parent and principal will be held with an agreed consequence to be determined.

Device Usage and Care

Though this device is for your child to use as a learning tool, it remains the property of St. Anne's College. It is your collective responsibility to ensure that the device is looked after and cared for in accordance with normal usage guidelines. If any damage or misplacement of the device, accessories or peripherals is to occur, it is a requirement that you notify us so we can repair or replace the item with the same specific brand, make, model/series only. An invoice for costs incurred will be forwarded to you for payment. Please refer to the table below for pricing guide:

Item	Cost *subject to change
Apple iPad (6 th Gen for Year 8 or 7 th Gen for Year 7 128Gb)	~ \$689
STM Dux Plus Duo Case	\$79.95
Apple Pencil - First Generation	\$145
Genuine Apple Lightning to USB C Cable (0.5m)	\$29
Genuine Apple 12W USB Power Adapter	\$29
Damaged or broken iPad screen (maximum of 2 accidental damages incurred)	\$65
Damaged or broken Apple Pencil (maximum of 2 accidental damages incurred)	\$45

Part D: Student and Parent Acknowledgement

Student:

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

Signed _____ Date _____

Parent/Guardian(s):

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.

Name/s: _____

Signed: _____ Date: ____ / ____ / ____

Note: Student will not be able to take their iPad home until all three of these declarations are made.