Student ICT Acceptable Use Agreement 2025

Holy Cross 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 behaviour is essential and is best taught in partnerships with parents/guardians. We request that the parents and guardians of the students at Holy Cross Primary school, work with us, and encourage this behaviour at home.

The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using ICT and to respond creatively to emerging technologies. Holy Cross Primary School is committed to the use of technology as a tool to empower students to become independent learners, improve students' learning outcomes and enhance family-school relationships.

This Acceptable Use Agreement is designed to give students and families clear and concise guidelines regarding the appropriate use of school laptops and computers. The underlying premise of this policy is that all members of the Holy Cross community have a responsibility to uphold the Catholic values of our school. We expect our students to exercise good judgement and to use technology with integrity. Our learning environment provides exciting possibilities to create powerful educational journeys for our students, extending well beyond the Holy Cross learning environment.

Machine Care
To ensure the safety of our digital technologies, it is expected that our students will:
- Close lids slowly
- Plug devices back in correctly after use
- Carry device with two hands and lid closed when moving around (never held by the screen)
- Report any problems, vandalism, damage or loss of the device to the teacher and school immediately
- Handle all ICT devices with care and notify teacher immediately of any damage or attention required
- Not decorate ICT devices in any way (Drawing, stickers, etc)

Data Safety
To ensure the safety of school and student data, it is expected that students will:

- Protect and respect the privacy of others
- Backup their data securely by storing their work on their school Google Drive account
- Not download unauthorised applications, games or programs without permission
- Not interfere with network systems and security settings
- Not access the data of another user or attempt to log into the network with login details other than their own

Behaviour Expectations

To ensure a safe and positive environment for all, it is expected that all students will:

• Ensure devices are left on charge overnight so that they are fully charged for the next day.
• Follow teacher directions at all times when using devices.
• Only use their username and password to login. If they feel their login details have been compromised, they must tell a teacher or adult immediately.
• Only use the accessories supplied to them.
• Use copyright-free material only, or their own original material—images, video, music.
• Not use material that is not their own without providing a bibliography.
• Not edit others' work unless working collaboratively and with teacher permission.
• Not stream music/movies/TV shows from the internet without teacher permission.
• Keep devices clean.
• Not use any device to contact parents during school hours, either on school devices or personal devices (e.g., smartwatches via messaging services or email).
Not use devices to communicate online with individuals, groups, or organisations outside of the school community.
• Use kind and respectful words when communicating online.
• Always include others and avoid actions that could hurt their feelings.
• Tell a trusted adult if they see or experience something upsetting online.
• Carry devices carefully and use them as directed by teachers.
• Use technology for schoolwork only and follow teacher instructions.
• Create their own work
• Not take photos/videos without permission.
• Stop using technology immediately when instructed to finish.
• Not access inappropriate content or websites.
• Not use technology to tease or cause social or emotional harm.

Compliance

It is expected that our students will enter into the spirit of this agreement in line with the values of Holy Cross Primary School. It is not expected that there will be serious breaches by the students. However, in the event of a breach; the following will be put into place:

● Any breach of the policy will result in consequences that may include suspension of the online account, removal of device for a period of time
● Further/repeated or serious breaches will incur more serious consequences. These will include removal of the device for an extended period and further communication with principal, parents and child to guarantee and enforce stricter monitoring and follow up at school and home.
● During any time of suspension, students will be expected to complete all set tasks without a device.

Holy Cross ICT Student declaration:

When I use digital technologies I will:
● Communicate politely and respectfully.
● Respect and look after the device as outlined in the Acceptable Device Use Policy
This means that I will:
● write and send polite, respectful and appropriate things to other people
● not make someone feel sad through my actions, words and images I use
● never send mean, bullying or gender biased messages or pass them on, as this makes me part of the bullying
● not use email for social purposes during class time including messaging parents
● not use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
● not copy someone else's work or ideas from the internet and pretend they are my own. (I will include the link in a bibliography)
● protect personal information by being aware that my password, full name, photo, birthday, school and home address and phone number is personal information and not to be shared online
● protect my friends' information in the same way
● never answer questions online that ask for my personal information
● look after myself and others by 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
● speak to a trusted adult if I see something that makes me feel upset or if I need help
● speak to a trusted adult if someone is unkind to me
● speak to a trusted adult if I know someone else is upset or scared
● stop and think about what I post or share online
● use apps and sites that are right for my age
● not deliberately search for something rude or violent
● either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
● treat devices carefully and not decorate them with stickers, textas etc
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I/We understand that if this contract is broken, my rights to use ICT @ HC will be disabled.

Name: _____   Parent Name: _____

Signature: _____   Parent Signature: _____
Date: _____