



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 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

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.

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.

St Anne's College acknowledges that students may need to bring mobile phones to St Anne's College, for use outside college hours. St Anne's College however accepts no responsibility for lost or damaged phones. 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. The bag is kept in their locker and must not be used whilst at St Anne's College.
- 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 phone confiscated and are to collect the phone from St Anne's College staff.

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 in the unacceptable behaviour is consistent, a discussion with the student, parent and principal will be held with an agreed consequence to be determined.

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.

Name/s: _____

Signed: _____ Date: ____ / ____ / ____

Note:

- **Both the student and parent must sign this agreement.**
- **Parents will be required to complete an electronic acceptance of this agreement.**
- **Student will not be able to take their iPad home until all three of these declarations are made.**