INFORMATION AND COMMUNICATION TECHNOLOGY STUDENT ACCESS AGREEMENT

Access to **Information & Communication Technology** at Corpus Christi Primary School is provided to promote educational excellence, through resource sharing and communication. Electronic communication facilities and digital technologies (including but not limited to: online programs, G Suite) are used by Corpus Christi staff and students to assist them in their school business in a manner that is consistent with the values and beliefs of the Catholic Church. Students may only use the internet with teacher permission and supervision and for educational activities. At school, when using any digital device (e.g. Chromebook) they are tracked and monitored by the school's internet filtering system (Zscaler).

Corpus Christi Primary School reserves the right to review any material in user accounts or file server space, in order to monitor appropriate use of the network.

I agree to follow these rules:

School Digital Tools & Computer Network

- I will take care when I use all computers and digital tools that belong to the school
- I will not change any settings on computers and digital tools
- I will not tell anyone my passwords
- I will not use/read other people's files or emails without their permission
- I will be responsible and think carefully about what I am printing

CyberSafety

I will only use computers, digital tools and electronic communication at school with the permission and supervision of my teachers. When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful. This means I:

- don't swear or use rude language
- don't share or post rude images/videos
- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online. This means I:

- protect my friends' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online. This means I:
- never share 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 to think about what I post or share online
- use spaces or sites that are right for my age
- don't 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

I understand that my use of computers, digital tools, the Internet, email and electronic communication will be monitored at school. I understand that when I am using my G Suite account at home, it is monitored by the school. Temporary storage devices (e.g. USB sticks) must only be used under teacher supervision and must adhere to privacy and copyright regulations. I understand that if I do not follow these rules there will be consequences issued relating to my use of ICT (see below).

I agree to abide by these rules and understand the consequences of misuse.

Child's signature……………………………..   Date………………….

Parent Acknowledgement
I have read and discussed these guidelines with my child.

I acknowledge that my child's photograph, work or video footage may be published (including electronically using ICT tools) with discretion as deemed appropriate by the school. I understand that at no time will personal details be given out.

I acknowledge that my child will have a G Suite account which is monitored by the school. The tools they use when logged into this account are monitored and saved at Google Headquarters as well as their overseas servers. This ensures that their work is never lost.

Disclaimer: I hereby release Corpus Christi Primary School, staff and any institutions with which it is linked from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Corpus Christi system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

Parent's name ……………………………   Parent's signature………………………   Date……………..

Consequences
Misuse of the Information & Communication Technology will result in consequences ranging from loss of privileges for a day, week or more.. In severe cases parents will be contacted and privileges will be suspended for a term. Implementation of the most appropriate consequences will occur after discussion with the child, the classroom teacher and the Principal.