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*to love is to serve*

## Acceptable Use of Digital Technology and Cyber Safety Agreement (Parents and Students)

St Patrick's Parish Primary School supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community as outlined in the *DOBCEL Digital Technologies Policy*. The school is committed to the pursuit of excellence in learning and teaching, where technology is being integrated as an effective tool to achieve this goal.

Definition of terms:

- Digital Device: Any device which allows access to information held by sources beyond the school. This includes laptops, ipads, chrome books, personal computers, smart phones, smart watches.
- Apps / extensions: Applications provided by an outside provider which can enhance learning.
- Supervision: When a child is in the direct line of sight from a parent / guardian or staff member.

St Patrick's Parish Primary School:

- provides all students with digital technology for educational use
- educates students to be safe and responsible users of digital technologies
- raises students' awareness of issues such as online privacy, intellectual property and copyright
- supervises and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities
- provides a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- implements the procedures in *St Patrick's Parish Primary School's Behaviour Management Policy* when students are not following school expectations in safe and responsible use of the internet and digital technology
- is required to report illegal online activities to the appropriate authorities
- supports parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child as well as disseminating the Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cybersafety Agreement. The following agreement covers the student's use of technology equipment (for example, computers, hand held devices, cameras, printers) and digital platforms (for example, the Internet, networks and email, social media, applications, and software).

## **STUDENTS – Foundation to Year 2**

### **General use**

I will care for my iPad by:

- Only using the iPad while sitting at a table
- Not having food or drink near the iPad
- Only using the iPad when I am asked to
- Only using the apps that my teacher has asked me to use

## **STUDENTS – Year 3 to Year 6**

### **General use**

- I will respect and take care of the computer equipment at all times, this means that I will not have food or drink whilst using them
- I will only use school's digital technology facilities under the supervision of school staff
- I will only print material for educational purposes with the permission of staff
- I will use the camera and take photos as directed by the teacher or staff member
- I will use digital technologies to express my ideas in a respectful manner
- It is preferred that mobile phones and personal electronic devices should not be brought to school. I understand that if I bring a phone or device I must hand it over to the classroom teacher who will put it in a locked cupboard and it will not be returned until the end of the day. If I am using the phone or device at School, it will be handed over to the administration office and parents will be contacted to collect it. This includes before and after the bell whilst on school grounds

### **Network**

- I will only use software purchased or approved by the school, and installed by the school
- I will not under any circumstances access or delete personal files belonging to others, or delete any software or areas of the network that have not been designated for my use
- I will only use the data storage options as directed by my teacher and only store documents that are related to schoolwork that I have completed
- I will use file names that reflect the content of the file and always save appropriately
- I will not add apps or extensions to my school account regardless as to which device I am using

### **Internet**

- I will only access the Internet during class time. I understand that I cannot access the internet before or after school or during recesses unless otherwise directed and supervised by a staff member
- I will only access sites as directed by my teacher
- I will keep my logins and passwords private and not seek to obtain the passwords of others
- I will not change my password unless directed by my teacher
- I will use St Patrick's Parish Primary School's digital technology facilities, specifically the internet, for educational, communication and research purposes only
- I will respect the privacy and ownership of others' work and material from websites at all times
- I will not provide my personal details or any other student's personal details, on the internet under any circumstances.
- I understand that the school has access to all students' logs
- I will not attempt to search for and use material that is non-educational, illegal, or which would be thought of as offensive

- If I unknowingly navigate to a website that contains material that may be considered offensive, I will notify the teacher. The IT administrator will then block this site. I understand our school network is filtered so offensive material cannot be accessed.
- I will only use the school e-mail for educational purposes and not for personal use.
- As a responsible user of the technology facilities at St Patrick's Parish Primary School, I will follow the rules set by the teacher based on the Digital Technology Policy.
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school. If the misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

## STUDENTS

**Yes, I agree to abide by the Student Agreement above and I understand that if I choose not to follow the rules then I will not be allowed to use the internet or ICT devices at school**

## PARENTS

- I understand all social media platforms can only be accessed by people aged 13 and above.
- I have discussed this agreement with my child
- I will monitor my child's technology use at home
- When engaging with St Patrick's Parish Primary School using digital technology, I will not send any inappropriate texts or images
- I have read the DOBCEL Digital Technology Policy (available on school's website in the About, Policies & Other Information tab) and have also discussed the policy with my child
- I will not engage in unauthorised sites that appear to have St Patrick's Parish Primary School name or post confidential or embarrassing information or images about a member of the school community
- I understand that I must not take and/or post photos of a school event that have children for whom I am not a parent or guardian without permission from the child/children's parent.
- I understand that if I do not adhere to the school policy it may lead to suspension or termination of my access to the school's technology facilities and internet. Police will be informed if the violation may have broken any law.
- School devices are not to be used to access social media platforms.

### **1:1 Chromebook agreement year 3 to 6**

To ensure the school is able to provide high quality 1:1 devices to improve learning opportunities for our year 3 to 6 students, families are charged a \$100 annual fee per student from year 3. This fee covers the cost of the chromebook as well as security, licencing and maintenance from year 3 to year 6. The chromebook will remain in the care of St Patrick's Primary School throughout the 4 year period and will remain at the school during this time unless in periods of remote learning. At the completion of the 4 year period, ownership of the chromebook will be transferred to the family. If a student leaves St Patrick's Primary School before the end of this 4 year agreement, the chromebook remains in the care of the school unless an agreement is reached to finalise the remainder of the chromebook fee.

### **1:1 iPad agreement Foundation to year 2**

To ensure the school is able to provide high quality 1:1 devices to improve learning opportunities for our Foundation to year 2 students, families of *Foundation 2023 students* will be charged a \$100 annual fee per student until year 2. This fee covers the cost of the iPad as well as security, licencing and maintenance from Foundation to year 2. The iPad will remain in the care of St Patrick's Primary School throughout the 3 year period and will remain at the school during this time unless in periods of remote

learning. At the completion of the 3 year period, ownership of the iPad will be transferred to the family. If a student leaves St Patrick's Primary School before the end of this 3 year agreement, the iPad remains in the care of the school unless an agreement is reached to finalise the remainder of the iPad fee.

#### **PARENTS**

**I declare that my child and I have read, discussed and understood this Digital Technology Acceptable Use and Cybersafety Agreement and hereby give permission for him/her to use the St Patrick's Parish Primary School's technology facilities and Internet. I accept the terms of this agreement.**

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the principal, and shall be distributed to students and shall take effect accordingly.