St Joseph’s Student Information & Communication (ICT) 
Acceptable Use Agreement 2017

Information and Communication Technology (ICT) includes the use of all computers, tablets, iPads, Chromebooks, the school network, internet, digital/video cameras, scanners and interactive whiteboards. Here at St Joseph’s Alstonville ICT is used to enhance teaching and learning including communicating with others, publishing student work and research.

St Joseph’s Alstonville school computer network, internet access facilities, computers and other school ICT equipment bring great benefits to the teaching and learning programs and to the effective operation of our school. The use of our school’s ICT equipment is for educational purposes appropriate to the school environment. Parents need to note that while our school has rigorous cyber safety practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content.

The school may monitor traffic and material sent and received using the school’s network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email. You should be aware that general internet browsing by your child from home or other locations other than school are not monitored or filtered by the school. The school may audit its computer network, internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

All students will be issued with a Student ICT Acceptable Use Agreement and once signed consent has been returned to school, students will be able to use the school ICT equipment.

St Joseph’s Student ICT Acceptable Use Agreement

1. I cannot use school ICT equipment until my parent/guardian and I have signed my Student ICT Acceptable Use Agreement Form and the completed form has been returned to school.
2. I can only use the computers and other school ICT equipment for my school work.
3. If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
4. I will log on only with the user name that has been provided by the school. I will not allow anyone else to use my user name and I will not tell anyone else my password.
5. I can only go online or access the internet at school when a teacher gives permission.
6. I will not use school ICT equipment for anything that is against the law; is wasteful of resources or which will inconvenience others. For example: printing more copies than needed; printing directly from the internet; downloading music files, games, videos, live sites or streaming; damaging or disabling computers or equipment.
7. I will only access and work on my own work, which is stored in my own files or my removable disk/thumb drive.
8. I am aware the school can check computer files and monitor internet usage and emails.
9. I understand that using social networking sites (eg Facebook, Instagram, YouTube etc) are not accepted at school.
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10. I know that using emails to communicate inappropriately or to access sites not normally allowed in school is not tolerated.

11. I understand that I must not, at any time use the internet, email, mobile phones or any ICT equipment to be mean, rude, and offensive or to bully, harass, or in any way harm anyone else connected to our school, or the school itself.

12. While at school, I will not attempt to search for things online I know are not acceptable at our school or make any attempt to get around, or bypass security, monitoring and filtering that is in place at our school.

13. I will minimise the screen and tell the teacher immediately if I see or hear anything on a website or receive any message that I don’t like or I feel is inappropriate.

14. I understand that I must not download or copy any files such as music, video, games or programs.

15. I understand I may bring a Personal Electronic Device (iPod, iPad, notebook, DS, etc) to school for use at set times, when supervision is provided. I understand my Personal Electronic Devices must be taken to the office before school and collected at the end of the day.

16. I understand that my Personal Electronic Devices is my responsibility and that St Joseph’s Primary School will not accept any responsibility for any loss, theft or damage to the Personal Electronic Devices at school, at school event or in transit to and from school.

17. I will not connect any device (such as USB drive, camera or phone) to the school ICT network or run any software without a teacher’s permission. This includes all wireless technologies.

18. I will not use any device to take photos of others without their express permission.

19. I understand I am responsible for the material on the Personal Electronic Devices. I also understand that the school can view the contents stored on these devices.

20. I will ask my teacher’s permission before giving out any personal information online. I will also get permission from any other person involved. Personal Information includes: name, address, email address, phone numbers and photos.

21. I will respect all school ICT equipment and will treat all ICT equipment with care. This includes:
   - Not intentionally disrupting the smooth running of any school ICT systems
   - Not attempting to gain unauthorised access to any system
   - Following all school computer user rules and not joining in if other students choose to be irresponsible with ICT
   - Reporting any breakages/damage to a staff member

22. I understand that if I break these rules, my computer privileges may be withdrawn and that the school can take further disciplinary action.

23. I understand that my family may be charged for any repair costs.

24. I understand that failure to follow this agreement will result in me being unable to use all technology at school.
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To the Student/Parent/Guardian, please:

1. Read this page carefully to ensure that you understand your responsibilities under the Student ICT Acceptable Use Agreement.
2. Sign the appropriate section of this form.
3. Return this form to the school office.
4. Keep pages 1 and 2 for future reference

Responsibilities include:

- Reading the Student ICT Acceptable Use Agreement.
- Discussing the information with your child/ren and explain why it is important.
- Returning this signed agreement to school.
- Supporting the school’s computer user/cyber safety program by encouraging your child/ren to follow the computer rules, and to always ask the teacher if they are unsure about any use of ICT.
- Contacting the Principal to discuss any questions you might have about cyber safety and/or this Student ICT Acceptable Use Agreement.

The St Joseph’s Student ICT Acceptable Use Agreement is based on the Catholic Schools Office Diocese of Lismore Digital Technologies (and Social Media) Policy.

I have read the Student ICT Acceptable Use Agreement and I am aware of my responsibilities.

Name of Student: ___________________________ Class: ________________

Signature of Student: ___________________________ Date: ________________

Name of Parent/Guardian: ___________________________

Signature of Parent/Guardian: ___________________________ Date: ________________

Please note: This Student ICT Acceptable Use Agreement for your child will remain in force as long as s/he is enrolled at St Joseph’s School. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.