



St Joseph's Alstonville Student Digital Technologies Acceptable Use Agreement 2021

This agreement is designed to ensure that parents and students understand the conditions that apply to the use of Digital Technologies at St Joseph's School Alstonville. We aim to develop responsible, safe and ethical digital citizens who are proficient in their use of Digital Technologies.

The following agreement applies to the student use of the school digital technologies defined as, devices, services (including the Internet) and digital technologies including but not limited to:

- Computers, ipads, chromebooks, tablets
- School network
- Online learning platforms
- Google Suite for Education (Mail, Classroom, Drive, Calendar, Sites, etc.)
- Programs and applications (apps) on school devices (with or without internet)
- Controlled Technology i.e. robotics, drones, etc.
- IWBs, projectors, cameras, scanners and printers

The school computer network, internet access, computers and other school digital technologies equipment are essential to the teaching and learning programs and the effective operation of our school. The school's digital technologies equipment is used for classwork, research, the preparation of assignments, communication and technology skill development through a secure username and password provided and managed by the Diocese of Lismore. Regular audits occur to ensure the integrity of the school network and correct usage.

Parents need to note that while schools do have internet filtering and while there are rigorous practices in place, it is not possible to completely eliminate the risk of exposure to inappropriate online content. Parents should be aware that general internet browsing by your child on a device at home or other locations other than school are not monitored or filtered by the school. Monitoring by parents and carers is essential.

To have access to the school's digital technologies resources, students and parents must agree to and sign this Agreement. Parents should complete the following steps:

Read the agreement carefully and work through each dot point with your child, explaining the agreement, and assuring yourself of your child's understanding of the dot points before signing.

Sign the appropriate section of the agreement and return the agreement within the time frame specified by the school.

Understand that if your child breaches any of the conditions of the agreement your child will meet with the Principal, or their representative, and discuss their actions and the consequences of those actions. Any breaches will be dealt with through St Joseph's School Alstonville, and may include bans or restrictions to the use of technology and/or devices at school as specified in the student agreement.

[ST JOSEPH'S PRIMARY SCHOOL](#)

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1. I cannot use school equipment until my parent/guardian and I have signed my Student Digital Technologies Acceptable Use Agreement Form and the completed form has been returned to school.
2. I can only use the computers and other school technology equipment for my school work.
3. If I am unsure whether I am allowed to do something involving technology, 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 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 (e.g. Facebook, Instagram, YouTube, TikTok etc.) are not accepted by the school.
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 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 need to bring a Personal Electronic Device (iPod, iPad, notebook, DS, etc.) to school 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 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.



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17. I will not connect any device (such as USB drive, camera or phone) to the school 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 equipment and will treat all equipment with care. This includes:
 - Not intentionally disrupting the smooth running of any school 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
 - 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.
25. Copyright and Plagiarism:
 - I will observe software copyright at all times by only using software that is legal and has been distributed by the school.
 - I will avoid plagiarism (making out that someone's work is yours)
 - I will attribute information that I get from other sources, like web sites. This means that I will acknowledge where I get my information (i.e. a bibliography).

What if I do not follow the Acceptable Use Agreement?

If you do not follow the Student Digital Technologies Acceptable Use Agreement you will meet with the Principal, or their representative, and discuss your actions and the consequences of your actions. The consequences could include, but not be limited to, any one or a combination of the following;

- Your privileges may be withdrawn or heavily restricted
- Your files and internet usage, including emails may be closely monitored
- You may have to undertake a Cyber Safety/Digital Citizen Course
- You may have to apologise to those who you may have cause harm or made feel unsafe
- Payment for damages incurred or replacement of devices
- Parent interview with Principal



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Responsibilities to complete: Return this page ONLY

- Reading the Student Digital Technologies 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 technology.
- Contacting the Principal to discuss any questions you might have about cyber safety and/or this Student Digital Technologies Acceptable Use Agreement.

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

I have read the Student Digital Technologies Acceptable Use Agreement and we are aware of our responsibilities.

Name of Student: _____ Class: _____

Signature of Student: _____ Date: _____

Name of Parent/Guardian: _____

Signature of Parent/Guardian: _____ Date: _____

Please note: This Student Digital Technologies Acceptable Use Agreement for your child will remain in force as long as s/he is enrolled at St Joseph's School Alstonville. If it becomes necessary to add/amend any information or rule, a new agreement will be issued.

Office Use Only	
Device Barcode	Device Asset Tag