ICT Acceptable Use Agreement

Vision

To create citizens that are digitally literate for the 21st century by purposefully designing curriculum that transforms the way students learn, allowing greater engagement and involvement in their learning.

At our school we:
• educate our students to be safe and responsible users of digital technologies.
• raise our students' awareness of issues such as online privacy, intellectual property and copyright.
• are a member of the eSmart Schools initiative, information on which can be found at https://www.esmartschools.org.au
• provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.

When I use digital technologies and the internet I communicate respectfully by:
• always thinking and checking that what I write, or post is polite and respectful.
• being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.
• working to stop bullying. This includes not sending bullying messages or passing them on to others.
• creating and presenting my own work, and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.
When I use digital technologies and the internet, I protect personal information by:
• being aware that my full name, photo, birthday, address, and phone number is personal information and is not to be shared online.

At school we/I have:
• discussed ways to be a safe and responsible user of digital technologies and the internet.
• presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.
• Never leave technology on the floor or take technology outside of the classroom without the teacher's permission.
• Never lend technology to peers, even with permission.
• Never take photos of fellow students, unless a student gives written permission, and the photo is relevant to the learning task.
• Take responsibility for their own technology, storing their technology safely in their bags before school and within the classroom during recess and lunchtimes.
• Report any damage or misuse immediately.
• Keep all food and drink away from devices.

In general, when using technology to support my learning I will:
• educate other students to be safe and responsible users of digital technologies.
• raise other students' awareness of issues such as online privacy, intellectual property, and copyright.
• not participate in online activities that are illegal and understand that any behaviour of this nature may be reported to the police.
• Only use software and apps that are appropriate for my age, and understand that staff may take action if inappropriate material is found on a device.
• support my parents/carers to understand the importance of safe and responsible use of digital technologies.
• take all measures possible to ensure that any device I use, personal or other, is not stolen and/or damaged.
• not use pirated software or a VPN (Virtual Private Network) while at school.

In addition, when I use my personal device I agree to be a safe, responsible and ethical user at all times, by:
• respecting the privacy of others and only taking photos or recording sound or video when others are aware, and formal consent has been provided as part of an approved teaching and learning task.
• respecting others and obtaining appropriate consent before forwarding or uploading any content that involves others.
  • The school will take no responsibility for personal devices that have been stolen or damaged where a lack of duty of care has been deemed to be taken by the student. The Principal will determine if a lack of duty of care has been taken by the student if theft or damage occurs.
  • Any student found to have malicious and or damaging software on their device will have network connectivity and access disabled.
  • I will use this knowledge at school and everywhere I use digital technologies and the internet.

Ownership

• Each student in year levels 3 – 6 will bring to school their own BYOD iPad to participate in our digital learning program at a cost to families.
• Students in Years P-2 will have access to class set iPads which are at a cost to the school and retained by the school.

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Damage or Loss of Equipment

• If a school owned iPad is damaged, the Principal reserves the right to investigate the nature of the damage to determine the repair costs.

• Students may be required to replace lost or damaged devices and chargers as per the Principal's discretion.

• In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.

• In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.

User Expectations

• The device will be charged and ready for use throughout the school day every day.

Support will be provided for:

• connecting the device to the school network, internet and other digital technologies

• setup and management of school, student email accounts.

• all school-based software and associated issues with school applications.

Damage or Loss of Equipment

• Students are always solely responsible for the safety and wellbeing of their device throughout the course of a school day.

• Parents are responsible for making sure the device is covered under insurance, if applicable, so that it can be replaced if lost or damaged and student learning is not interrupted.

• The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced.

User Responsibilities

Students are responsible for:

• bringing portable devices fully charged to school every day

• always carrying their device in an appropriate protective case

• adhering to this Acceptable Use Agreement when using the machine, both at home and at school, including when not in the classroom.

Consequences

If students do not adhere to this acceptable use agreement, classroom teachers will use the following steps as consequences.

1st breach of policy	• Access to technology is removed for the learning session
2nd breach of policy	• Access to technology is removed for the day. Parent is contacted.
Severe breach of policy	• Access to technology is removed for a week. Parent is contacted. • Meeting arranged with the relevant Principal or Assistant Principal.

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Parent/Guardian Student Technology Permission

Damage or Loss of Equipment

- All devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- Students may be required to replace lost or damaged chargers as per the principal's discretion.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary, the costs of replacing the device.
- The device will be expected to travel with the student between home and school and be present in class with them for every session.
- The device will be charged and ready for use throughout the school day every day.

I have read and agree with the ICT Acceptable Use Agreement implemented at Moriac Primary School. I understand that this form will be kept on file at the school and that the details may be used (and shared with a third party, if necessary) to assist in identifying any technology should the need arise. (e.g. if lost, or if the technology is being used inappropriately).

I give my child permission to use the technology at school and understand that my child will be responsible for ensuring that the technology is always used appropriately and correctly.

SIGNATURES

Please fill out the required details below and submit it to your classroom teacher so they can keep a record for future installations.

Full Student Name: _____ Class: _____Date: _____

Student signature: _____

Parent signature: _____