



*Acceptable Use Agreement for Students 2020*  
**St John the Apostle Catholic School**  
**Technology User Agreement**



### **Year 3 to Year 6 Student Agreement**

At St John the Apostle Catholic School, internet and network services and a variety of types of technology are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, researching and for learning skills.

As an ICT user at St John's I will follow these rules:

1. I will always be a safe, respectful and responsible user of technology.
2. I will use technology (computers, iPads, etc) only for the task I am meant to be doing or that I know would be approved by my teacher and I will only access information that is useful to me in my learning.
3. I will take care of the school's ICT equipment.
4. I will only use the software/apps approved by the teacher.
5. I will look after the environment by not wasting resources; for example by:
  - not printing more copies than I need (and ONLY printing with teacher permission)
  - not downloading large files unnecessarily
6. I will keep my password/s to myself, and not use the passwords of others.
7. I will store my own work into the correct folder on the O drive or in my own Google Drive folders. I will not save things into 'My Documents' but into the Student Share ('O') drive.
8. I will not use the school's internet or network services to download, display, print, create, save or transmit materials that:
  - use obscene, threatening, or disrespectful language
  - are rude or abusive
  - cause offence to others or engage in bullying behaviour
  - are illegal or dangerous
9. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher. I will not show it to other students or tell them about it.
10. I will only send messages that are polite and sensible. I will never 'say' anything online that I wouldn't say in real life.
11. I will not intentionally spread viruses by e-mail or post unnecessary e-mail.
12. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
13. I will not take, publish, share or e-mail a picture of myself or others without first checking with the teacher.
14. If I receive any messages that I do not like I will immediately tell a teacher.
15. I will only publish web pages or send e-mail with the teacher's permission.
16. I know that the school may check my computer files and may monitor the internet sites I visit.
17. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
18. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICT.
19. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network.
20. At the end of my session with the computers, tablets or iPads I need to make sure I have given myself enough time at the end of my session to do the following:
  - Closed all apps I have opened and logged out of apps appropriately
  - Saved my work (screenshot or make into a movie, etc)
  - Uploaded my work (if needed) and shared it with my teacher (if needed)
  - Deleted any unnecessary photos, videos, voice-overs, etc
  - Make sure I remember the iPad number I have used for next time (if needed)
  - Return to the correct storage box

21. I will keep the computer, tablet and iPad settings as the default setting (background, mouse, icons, etc). I will not delete any apps, I will not change ANY OF THE SETTINGS (including passwords) and I will not remove the cover.
22. I will not make changes or edits to another person's work on the iPads or computers without the permission of that person. I definitely won't delete anything without talking to the person and/or a teacher.

Phones at school: IF PARENTS HAVE EXPLICITLY ASKED STUDENTS TO BRING A PHONE TO SCHOOL:

- It will be brought into the classroom every morning and put on the teacher's desk or wherever the teacher has allocated a space
- It will be switched off during the day
- It will be collected at the end of the day by the student
- It will be used only for the purpose the parents have explicitly given to me
- All of the above user agreement rules also apply to my phone
- The school takes no responsibility for any damage or loss of phones/iPads/mp3 players on school property

During events such as Talent Quest preparation, all of the above rules still apply, but phones/iPads/mp3 players may be taken out with permission during recess and lunch.

- *Mobile phones may be confiscated from students who are unable to follow the school's expectations*
- *In the event that it is suspected that images or videos of other students/teachers have been recorded or that inappropriate content is stored on the device, the Principal or another staff member nominated by the Principal may inspect the contents of the phone and take appropriate action that may include contacting parents or informing the police.*

I know that I can only use technology if I am responsible. If I break any of these rules, then I may be unable to use technology at school and I will need to re-negotiate how and when I use technology with the principal. I understand that these rules are in place to keep me safe.

Student ..... Date .....

Parent/Guardian's signature ..... Date .....

Teacher..... Date .....

**PARENT/GUARDIAN AGREEMENT**

I understand that St John the Apostle Catholic School provides students with access to ICT and internet and network services that may include computers, the internet, applications and e-mail to enhance teaching and learning. The school's email system is provided through Google Apps. Consequently student emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services.

In signing this agreement you consent to this transfer, processing and storage of that information. School personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement you consent to such access, use and disclosure.

I agree to (student's name) ..... using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

Parent/Guardian's signature ..... Date .....