



School of the Good Shepherd

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Information and Communication Technology Acceptable User Agreement

Overview

School of The Good Shepherd Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnerships with parents/guardians. We request that the parents and guardians of the students at School of The Good Shepherd Primary School, work with us, and encourage this behaviour at home.

The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using ICT and to respond creatively to emerging technologies. School of The Good Shepherd is committed to the use of technology as a tool to empower students to become independent learners, improve students learning outcomes and enhance family-school relationships.

The *School of The Good Shepherd* program recognises students needs for a curriculum that meets the demands of an increasingly globalised and interconnected world in the 21st century. We believe that a 1 to 1 learning environment provides exciting and personalised learning possibilities, as well as creates powerful educational journeys for our students, extending well beyond the classroom walls.

This Acceptable Use Agreement is designed to give students and families clear and concise guidelines regarding the appropriate use of school digital technology including laptops, chromebooks and tablets. The underlying premise of this policy is that all members of *School of The Good Shepherd* community have a responsibility to uphold the Catholic values of our school. We expect our students to exercise good judgement and to use technology with integrity. Our 1 to 1 learning environment provides exciting possibilities to create powerful educational journeys for our students, extending well beyond the *School of The Good Shepherd* learning environment.

1. Machine Care and Maintenance

It is expected that our students will ensure the safety of all of our digital technologies. To do this it is expected that:

- students will not modify the digital device in any way unless they have been instructed to by a teacher. This includes restoring or resetting the software on the devices.
- not eat or drink whilst using a digital device, nor have any food or drink near the device when in use
- regularly clean the device with a microfibre cloth or computer grade screen cleaner
- carry the digital device with both hands.
- when not using the digital device, it must be placed in the protective bag and stored in a safe place
- ensure that the exterior of their device is clean and not marked, modified or decorated in any way
- unless directed to by a teacher, students will not add any unauthorised apps OR disable any authorised apps that have been downloaded to their device
- notify their teacher immediately of any damage or attention required

2. Student expectations

Behaviour

To ensure a safe and positive environment for all, it is expected that all students will:

- Follow teacher directions at all times when using a digital device
- Ensure that their device is left on charge overnight so that it is fully charged for the next day
- Only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately
- Only use the accessories supplied to them
- Use copyright free material only, or their own original material- images, video, music
- Not use material that is not their own without a bibliography
- Not edit other's work unless working collaboratively and with teacher permission
- Not stream music from the internet without teacher permission
- Keep screen sharing turned off at all times unless instructed by a teacher
- Keep their device clean

Data and Account Safety

To ensure student safety Online, it is expected that students will:

- Carefully consider the content they upload or post online: this is often viewed as a personal reflection of who they are
- Act responsibly at all times
- Adhere to all social media and online guidelines and ethics
- Adhere to all online terms and conditions

- Report to a teacher or adult if at any time they feel uncomfortable or unsafe online
- Understand that all online interactions are not private
- Not disclose personal information of their own or others online at any time - no full name, address, phone numbers or personal photos. Avatars only
- Interact appropriately in all online activities including social media - no slandering, cyber bullying, misinformation, gossip or personal attacks
- Not use digital technologies to harass or bully others
- Not disclose usernames and passwords to anyone
- Not use another person's username or password
- If I find anything that is rude, violent or in some other way unacceptable on any form of ICT, I will follow class guidelines and:

STOP what I am doing

BLOCK it by minimising or closing my screen so others cannot see it

TELL a teacher straightaway

I will also follow the stop, block and tell rules:

- If I accidentally access someone else's private information
- If someone does something using technology that makes me feel upset or uncomfortable
- If I feel the safety of other students at the school is being threatened

Rules of Engagement

- Students must understand that the school has access to all login details that students use and will be monitoring these regularly
- Skype must be off at all times unless instructed otherwise by a teacher
- Permission must be requested from classroom teacher or leadership before downloading any internet apps/games etc
- Students will need to read all requirements set out in the School of The Good Shepherd Information and Communication Technology Acceptable Use Policy (laptop handling, file management, copyright, online ethics, cybersafety) before having permission to use any digital device
- Students will need to complete a Cyber Safety Lesson and receive their Cyber Safety Licence
- Internet history on laptops and Chrome Books will be randomly selected by teachers to view for ensuring students are adhering to user agreement
- Students are responsible for software updates with guidance from teachers
- Students must keep internet history on their laptop until directed by a teacher to clear

3. Parent expectations

As parent guardians we will support and ensure any digital device supplied by the school and taken home:

- is used for educational purposes to support my child's learning, not as a device to play games on or to be used for entertainment
- is insured under my home and contents policy

- is treated with care never to be used near drink or water, and is away from sunlight and heat
- will be supervised when they are working on the device, especially when online. When the Chromebook is being used at home, the school's filtering is not applied as they are not connecting to the school wifi. The only filtering that will apply is the filtering that has been set up and applied at home
- that the device is used exclusively by the student that has the device loaned out in their name, not any other siblings or relatives
- the device is connected to a secure, password protected wireless network
- that even at home students follow the School of The Good Shepherd Information and Communication Technology Acceptable use agreement.

Parents need to be aware that they are liable for the loss of any device . If a student loses a device, the parents are liable for the replacement cost of the device.

If a device is damaged by a student, the device will be assessed and sent for repairs. The cost of any repairs needed for the device, that are not covered under warranty, will also be invoiced to families, regardless of the location of the breakage happening.

Compliance

It is expected that our students will enter into the spirit of this agreement in line with the values of School of The Good Shepherd. It is not expected that there will be serious breaches by the students. However, in the event of any that arise, the following will be put into place:

- Breaches of the ICT acceptable use agreement in any form will incur the removal of the device for a period of up to one week along with formal communication with parents.
- Subsequent breaches will be considered more serious and therefore incur more serious consequences. These will include removal of the device for a period up to 2 weeks and further communication with parents to guarantee and enforce stricter monitoring and follow up at school and home.
- During any time of suspension, students will be expected to complete all set tasks with pen and paper.

Once you have read the above agreement, please sign below, detach from the sheet and return it to your classroom teacher.

For Students

I have read the Acceptable Use Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breach of this Agreement and will accept these at the School's discretion.

Student Full Name: _____

Student Signature: _____

Date: _____

For Parents

I have read the Acceptable Use Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breaches and am supportive of this.

Parent Full Name: _____

Parent Signature: _____

Date: _____