



Mater Christi
Catholic Primary School

Policy: **Student Acceptable Use Agreement
Years 4-6**

Originally Released: **2018**

Date for Review: **2020**

I understand that the use of ICT at Mater Christi is a privilege and all devices are property of the school. This privilege may be lost if I use ICT in an unacceptable way. Following the protocols below will help me be safe, appropriate, on task, respectful and honest.

Protocols:

1. I must handle all ICT with care (iPads and MacBooks). I must hold my device carefully (with two hands) when moving around the classroom or the school.
2. I must sign out of all active accounts and shut down the computer when I am finished, returning it correctly to the trolley to be charged.
3. I will only visit sites on the internet that my teacher has said I can use. If I find anything on the internet that makes me feel uncomfortable I must close the browser and/or app and tell my teacher.
4. I must respect the privacy of others by keeping all passwords private and made available to my parents and teacher.
5. I will not use another person's computer or email account unless I have their permission.
6. I must request permission from my teacher(s) before printing.
7. I must not change the wallpaper, personalise the shared drive of any computer or install any games without permission from my teacher.
8. I must not use my school email or device to sign up/sign in to:
 - i. FaceTime, Skype, Messages
 - ii. YouTube
 - iii. iTunes
- b. Any social media website (e.g. Snapchat, Instagram, Facebook)
9. I will notify my teacher if I have brought my own device to school whether on purpose or by accident and will hand it to my teacher.
10. If I have bought a personal device, I will not use the school internet unless permission has been granted from my teacher.
11. I understand that anything I do on the school network or school accounts is property of Mater Christi; therefore, the school has the right to access the content.
12. I will be polite and courteous when communicating with others through ICT and when emailing, I will not bully, frighten, annoy or upset another person.
13. I will never share via email or the Internet mine or a peer's private information. I will not take or send a photograph of myself or anyone else including teachers, students and parents without asking permission prior.
14. If I receive, or have knowledge of content that is against school policies or breaks the law, I must report this to my teacher or parent.



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Student Acceptable Use Agreement Years 4-6

This is a three-way agreement between Student, Parent and Teacher. Please sign and return to school by -----

Student Name _____

Class _____

I have read, and understand all the information given and agree to follow these guidelines. If these guidelines are not met, I accept any consequences that follow.

Student Signature _____

Parent/Guardian's Name _____

I support the school in the use of devices for educational purposes and agree to discuss appropriate uses of the internet with my child. I acknowledge that any breach of this policy will be directed to the Principal and I will be notified.

Parent Signature _____

Date _____

Teacher Signature _____

Date _____