

PARENT & STUDENT CONDITIONS OF ICT USE AGREEMENT

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will use the computers and other ICT equipment only for my learning.
2. I will go online or use the Internet at school only when a teacher gives permission and always for appropriate activities.
3. If I am unsure whether I am allowed to do something involving ICTs, I will ask a staff member first.
4. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
5. I will keep my password private.
6. I will not post photographs of other students or staff members that have been taken at school, on Facebook or any other social networking site. It is illegal to take images of others and to post them online without permission. Pictures of students in uniform cannot be posted online.
7. I will use the Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself.
8. While at school, I will:
 - only attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing.
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
9. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:
 - not show others
 - turn off the screen or shut the laptop
 - get a staff member straight away.
10. The Learnlink Office 365 Service, including Office 365 Pro Plus, Google Suite and Google Classroom, Padlet, Seesaw as well as other educational websites/apps accessed by school Google login details are only to be used in relation to delivery of curriculum objectives, and will not be used to store sensitive or personal information.
11. I understand that it is important to protect the school's network from viruses and other malicious software that can damage school and student files. Any USBs or external files must be checked for viruses whenever inserted into computers or laptops. Games, music and other similar files regularly contain dangerous viruses and so must not be downloaded or brought to school without staff permission.
12. The school cyber-safety strategies apply to any ICTs brought to school or used at school.

13. To ensure my compliance with copyright laws, I will only download or copy any files such as music, videos, games or programs with the permission of a teacher or the owner of the original material.
- I will ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following: (This information cannot be posted online or given to strangers.)
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me and/or other people close to me
14. I will respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
- not intentionally disrupting the smooth running of any school ICT systems
 - not attempting to hack or gain unauthorised access to any system
 - following all school cyber safety strategies and not joining in if other students choose to be irresponsible with ICTs
 - reporting any breakages/damage, or, inappropriate behaviour by other students to a staff member.
15. If I do not follow cyber-safety practices the school will inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Parent responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- supporting school personnel if a cyber-safety issue is raised
- contacting a staff member to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Student Full Name:

Class:

Student Signature:

Date:

Parent/Caregiver Full Name:

Parent/Caregiver Signature:

Date:

