



## Acceptable Use of Technology Agreement for Students & Parents

### Compassione and Coraggio School Agreement

The following agreement covers the student's use of Internet, network and email while enrolled at Siena Catholic Primary School. At Siena Catholic PS the children are nurtured as independent, responsible, and confident learners. We are committed to the pursuit of excellence in learning and teaching, integrating technology as a tool to help us achieve this goal. We provide all students enrolled at the school, with Information Communication and Technology (ICT) facilities for educational use. The resources we provide access to include computers, laptops, netbooks, iPads, Smart TVs, digital cameras, network resources, email (Compassione and Coraggio), the Internet and other electronic devices.

Students may use these facilities for class work, research, the preparation of assignments and communication. Care is taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. To ensure all members of the school community assist in this students and parents are requested to carefully read the conditions below.

Students will be allocated a notebook computer that they will have sole use of at school. They will complete activities prescribed for them in areas such as English, Mathematics and will be taught how to present information in a variety of formats. Students will only use the notebook assigned to them and will have an individual username and password that they will keep private. **A Technology Levy will be charged each year to ensure the upkeep and care for the notebooks, this must be paid each year prior to students being allocated their notebook.**

To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

#### STUDENTS

##### General

- I will respect and take care of the computer equipment at all times, this means that I will not have food or drink whilst using them.
- I will only use school's ICT facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- Mobile phones will only be brought to school if NECESSARY for safe transport to and from school. Because the phone is not required for use during the school day it will be handed into the office each morning and collected each afternoon. I will put it straight into my bag and will not use it on school grounds.
- I will not bring any personal electronic device to school because there are a number of problems which can arise, including lack of insurance in the event of breakage or theft, the need to protect the privacy of the school community, and the importance of ensuring the electronic devices made available at Siena Catholic PS do not contain any inappropriate content. If any personal devices are found at school, or being used by me at the incorrect time, they will be confiscated. Parents will be contacted to come to the school to pick them up.

##### Network

- I will only use software purchased or approved by the school, and installed by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to school work that I have completed.
- I will use file names that reflect the content of the file and always save appropriately

## Internet

- I will only access the internet during class time. (Students cannot access the internet before or after school or during recesses unless otherwise directed and supervised by a staff member.)
- I will only access sites as directed by my teacher.
- I will keep my logins and passwords private and not seek the passwords of others, or change the password I have been given.
- I will use Siena Catholic PS's ICT facilities, specifically the Internet, for educational, communication and research purposes only.
- I will respect the privacy and ownership of others' work and materials from web sites at all times.
- I will not provide my personal details or any other student's personal details on the internet, under any circumstances.
- I understand that the school has access to all logs of student use.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. (This site will then be blocked by the IT administrator. Our school network is filtered so offensive material cannot be accessed.)
- I will only use the school e-mail for educational purposes and not for personal use

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

## PARENTS

- It is the responsibility of the parent/guardian to supervise access of the child on a home computer, computer games or any other electronic devices. Siena Catholic PS School cannot accept any responsibility for inappropriate use of the internet, chat rooms, social media or any other electronic communication in the home environment.
- It is recommended that technology in the home is used in a communal area and not a bedroom.
- It is illegal for a child under 13 years of age to have a social media account, therefore, we assume the children of Siena Catholic PS School would not have such an account. If parents have given their child permission to use Facebook or other social media then it is their responsibility to ensure privacy settings are in place and to be aware of how their child is using this social networking site.
- Parents are required to pay the \$75 levy prior to their child being issued with a notebook computer. This cost is included on the fee and levy invoice families have received.