



Acceptable Use of Technology Agreement for Students & Parents

Comunita School Agreement

The following agreement covers the student's use of Internet, network and email while enrolled at Siena Catholic Primary School. At Siena 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 include computers, laptops, netbooks, iPads, Smart TVs , digital cameras, network resources, email (Compassione & Coraggio), the Internet and other electronic devices. Students may use these facilities for class work, research, the preparation of assignments and communication. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

STUDENTS

iPad General Use

- The iPad must be treated with respect and care at all times when in use
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time
- I will carry the iPad around the classroom appropriately
- iPads may only be taken outside with the direct permission of a teacher
- Teaching staff have the right to look at any application or file on the iPad at any time. Staff will make daily random checks on selected devices
- The iPad must be used under the direction of teaching staff at all times. Misuse will result in temporary removal of the device
- At no time do we delete or tamper with another student's work
- I will only take photos of my peers and others when I have their verbal consent
- I understand the the app 'Seesaw' will only be accessed by students at school
- I understand that my teacher will approve all content when I'm using the 'Seesaw' blog

Technology General Use

- I will respect and take care of the ICT equipment at all times, this means that I will not have food or drink whilst using them.
- I will only use the school's ICT facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- 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 contain suitable material. If personal devices are found at school, or being used by me at incorrect times, they will be confiscated. Parents will be contacted to come to the school to pick them up.

Network General Use

- 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 use file names that reflect the content of the file and always save appropriately

Internet General Use

- 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
- I will use Siena Catholic PS ICT facilities, specifically the Internet, for educational, communication and research purposes only
- 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

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 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 Facebook, Instagram or any social media account, therefore, we assume the children of Siena Catholic PS would not have a Facebook/Instagram account. If parents have given their child permission to use these sites 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.

As a responsible user of the technology facilities at Siena Catholic PS I will follow the above rules. I understand that if I have broken these rules, appropriate action will be taken. I will lose access to the technology facilities and internet for no less than a week and my parents will be notified. I will need to renegotiate how I use technology at school.