

St Michael's Technology

Acceptable Use Agreement

(Years 3 - 6)



Please read through the Policy with your child to be sure that he/she understands the details and implications. This Policy applies to children in the Middle/Senior School (Years 3 - 6).

Student Rules & Guidelines:

As a safe and responsible user of the school's technology I will help keep myself and other people safe by following these rules...

- I will use ICT for learning purposes as directed by my teacher
- I will use my school Google account for school related work only
- I will respect all school ICT and treat ICT equipment/devices with care. I will report any breakages/damage to a staff member
- I will not damage, destroy or graffiti my equipment
- I understand that I can only use the Internet, email or other technologies when a teacher gives permission and there is staff supervision
- I will keep my password private and not let anyone else log in with my username
- I will not use any form of ICT to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else (repeated incidence of such behaviours is considered bullying)
- I will not intentionally click on online advertising
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language
- I will not use ICT to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images
- My profile pictures / online avatars will not be pictures of me and will not reveal my identity
- I will seek teacher permission before uploading any content to websites (e.g. blogs)
- I will not connect any device (such as a USB, camera or phone) to school ICT or download and run any programs or software (this includes games) unless I have a teacher's permission
- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers)
- If I bring a mobile phone or any other device to school, I will leave it at the school office during the day. I will collect my device at the end of the school day

If I find or see anything online that doesn't feel right (is mean, rude, violent or that I know is not acceptable at our school) while using any form of ICT, I will follow class guidelines and:



STOP what I am doing

BLOCK it by minimising or closing my screen so that others can not see it

TELL a teacher straight away

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 that the safety of other students at the school is being threatened

This Acceptable Use Policy for recording Devices also applies to students during school excursions, camps and extracurricular activities.

I understand and agree to follow these rules. If I do not act responsibly, I understand that my access to technology at school will be removed for a period of time, at the discretion of my Principal, Digital Technologies Leader and teacher.

I understand that the school cyber safety rules apply to any technology such as Chromebooks, laptops, mobile phones or iPads.

Acceptance:

I/we acknowledge and agree to follow the rules and guidelines outlined in the St Michael's Primary School Technology Acceptable Use Policy for the Middle/Senior School.

St Michael's Primary School Technology Acceptable Use Agreement (3-6)	
Student Name/Signature:	
Date:	