

# St Michael's Technology

## Acceptable Use Agreement

### (Prep - Year 2)



Please read through the Policy with your child to be sure that he/she understands the expectations and implications of this agreement. This Policy applies to children in the Junior School (Prep - Year 2).

#### ***Student Rules & Guidelines:***

#### ***These rules will help us all to stay safe when using technology***

- I will only use technology at school with the permission of the teacher
- I will use the internet for school work only
- I will look after equipment by using it with care - I will not be silly or rough with it
- I will not damage, destroy or graffiti my equipment
- I will only use devices and internet when an adult is with me
- I will only use the websites, activities and apps that my teachers say are safe to use
- If I accidentally click on the wrong page I will ask an adult for help straight away
- I will not click on any internet advertising on purpose
- I will only send emails with the permission or help of a teacher
- I will keep my own device or equipment at home and not bring it to school unless I have been given special permission by my teacher and parents (*this includes devices such as mobile phones, iPads, iPods, cameras, Nintendo DS's or similar*)
- I will not put any personal information online. This includes: my name, my address, my email address, my phone numbers or photos of myself
- My profile pictures / online avatars will not be pictures of me and will not reveal my identity
- I will ask permission from others before taking pictures, recording sound or videoing them (including teachers)
- I will never put another student's photo or video on the Internet
- If I bring a mobile phone or any other device to school, I will leave it at the school office during the day and collect it at the end of the day

If I see something on the Internet that doesn't feel right (is mean, rude, upsetting or that I know is not acceptable at our school) then I will:

**STOP** what I am doing

**BLOCK** it by minimising or closing my screen so that others cannot see it

**TELL** a staff member straight away

I understand that if I break any of these rules, I will not be able to use the technology and the school will need to tell my family.

This Acceptable Use Policy also applies to students whilst on school excursions, camps and extracurricular activities.

## Parent/Guardian information:



I understand that my child has discussed and learnt about this document thoroughly at school and agreed to it by signing it.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I agree to allow my child to use the Internet at school for educational purposes in accordance with the Student Agreement attached.

I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the technology use agreement.

*If you have any questions or concerns please contact the Principal - [principal@smnthmelbourne.catholic.edu.au](mailto:principal@smnthmelbourne.catholic.edu.au)*

### Acceptance:

I/we acknowledge the rules and guidelines outlined in the St Michael's Primary School Technology Acceptable Use Policy for Junior School.

St Michael's Primary School Technology Acceptable Use Agreement (P-2) Parent acknowledgement	
Child's Name:	
Parent Signature:	
Date:	