

St Mary's Catholic Primary School, Donnybrook



Use of ICT Agreement

This agreement has been written to support students, staff and parents in understanding how students can use ICT throughout the school in a safe, responsible and respectful way.

ACT RESPONSIBLY

Use technology responsibly. Communicate respectfully by thinking and checking what I write or post is polite and respectful

This means:

- Never sending mean or hurtful messages or emails
- Never sending or using photos of my friends or family without asking them
- Not bringing any ICT equipment/devices to school without prior approval from my teacher
- Being responsible and sensible when using school ICT equipment and report any damages to equipment to my teacher

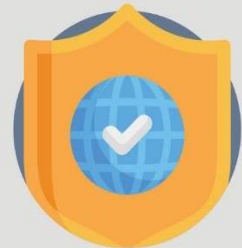


ACT SAFELY

Protect personal information (name, address, date of birth)

This means:

- Always asking an adult before putting my personal information online
- Never putting my friends or families' information online
- Protecting my password and not sharing it with others



SHOW RESPECT

Look after myself and others by thinking about what I access, share and send online

This means:

- Speaking to a teacher or parent if I see something that makes me feel upset or uncomfortable or if I need help
- Speaking to a teacher or parent if someone is mean to me online
- Speaking to a teacher or parent if I know someone else is upset or scared



St Mary's Catholic Primary School, Donnybrook



Use of ICT Agreement

The School

St Mary's Catholic Primary School, in conjunction with Catholic Education Western Australia, will:

- Do its best to keep the school cyber safe. This includes working to restrict access to inappropriate, harmful or illegal material on the internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cyber safety rules and requirements detailed in the User Agreement.
- Respond appropriately to any breaches of the User Agreement.
- Provide members of the school community with cyber safety education designed to complement and support the User Agreement initiative.
- Welcome enquiries from students or parents about cyber safety issues.

The Staff

St Mary's Catholic Primary School staff will:

- Continue to develop their knowledge and understanding to ensure that ICT is used in an effective and safe way
- Continue to develop their practice and ensure that ICT is used appropriately to support student learning, for research and collaboration purposes.
- I will be an active presence within the classroom, ensure students understanding their expectations when using ICT and monitor the use of ICT within the classroom.
- Whilst there may be occasions when students use ICT for reward, this will be limited and monitored.
- I will communicate breaches of the User Agreement with parents and administration, and work with parents to support our students in the safe use of ICT.
- I will ensure all websites used in class or provided to students for use are safe.
- I will seek approval (using the form below) from administration before installing apps on student devices. <https://forms.office.com/r/TAvybSceBi>

The Student

As a Student of St Mary's Catholic Primary School, my responsibilities include:

- I have read and understood this User Agreement.
- I will follow the agreement whenever I use the school's ICT and on school related services (email, OneNote, SeeSaw etc)


- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the school or other members of the school's community.
- I will take proper care of school ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will keep this document somewhere safe so I can refer to it in the future.
- I will ask my class teacher if I am not sure about anything to do with this Agreement.
- If I see something online that is not appropriate I will inform the teacher immediately.
- I will not impersonate another student or access an account other than my own.
- I will only use ICT for school directed purposes.

The Parent or Caretaker

As a Parent of a student at St Mary's Catholic Primary, my responsibilities include:

- I will read this User Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the school's work to maintain a safe environment.
- I will encourage my child to follow the user agreement.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.

AGREEMENT

	Name	Signature	Date
Principal	Andrew Gammon		31/01/2024
Teacher			
Student			
Parent/Caregiver			

Written: 2023

Review Date: 2025

APPENDIX 1 - DEFINITIONS

Important terms used in this document:

1. The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
2. '**Cyber safety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones and Internet enabled devices
3. '**School ICT**' refers to the school's computer network, Internet access facilities, iPads, computers, and other school ICT equipment/devices as outlined in below
4. The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, internet cloud services), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers and any other, similar technologies as they come into use.
5. The term '**parent**' used throughout this document also refers to legal guardians and caregivers.

APPENDIX 2 – MISUSE PROCEDURES

