



St Brendan's Catholic Primary School

Information Communications Technology (ICT) and Technology Student User Agreement

Information and Communication Technology (ICT) is utilised in schools for learning, teaching and administration. The availability of such resources provides the opportunity for schools to help students develop their full potential. ICT provides significant educational value but can pose risks regarding safety, personal reputation and corporate reputation.

Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to all students attending St Brendan's Catholic Primary School.

Student Expectations:

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

It is expected that all students will:

- use Information Communication Technology for learning purposes as directed by the teacher and follow teacher directions at all times
- ensure that they leave any form of technology (iPad, Chromebook, school camera) is left in the same way it was found
- respect all school ICT and treat ICT equipment/devices with care and report any breakages/damage to a staff member as soon as possible
- only use the Internet, email or other networked technologies as instructed by the teacher and when there is staff supervision
- keep passwords private and not let anyone else log in with their username at home and school
- use only their own username and password to login. If student's feel their login details have been compromised they must tell a teacher or adult immediately
- seek teacher permission before uploading any content to websites (e.g. wikis)
- seek permission from teachers and individuals before taking photos, recording sound or videoing them
- work cooperatively when using ICT
- start and shut-down the computers correctly
- when creating and presenting work, and if copying from online, students let their audience know by sharing the website link to acknowledge the creator
- only use designated technology, directed by a teacher, unless in a collaborative environment with teacher permission
- place devices on charge after use

Please note that by not following all of the above expectations may result in ICT privileges (use of technology, Google Accounts) being revoked.



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It is unacceptable for students to:

- use any form of ICT to find, create or send material and activities which might upset, offend, harass or humiliate them or anyone else. (Repeated incidence of such behaviours is considered bullying)
- intentionally click on online advertising
- use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language
- use ICT to share anyone's personal details or images (including their own). This includes addresses, telephone numbers, full names and images
- connect any device (such as a USB, camera or phone) to school ICT or download and run any programs, software or bluetooth (this includes games)
- use the school's equipment for anything which is against the law, or which would inconvenience other people: for example, printing more copies than I need and without permission, changing computer settings
- use school emails to sign up for social networks or to send inappropriate messages
- log on to another students account

Parent /Guardian Expectations:

- 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 only. I have discussed the scenarios, potential problems and responsible use of the internet with him/her
- I agree to allow my child to correspond with others using the Gmail account provided by the school for learning purposes only
- I have also discussed the conditions of the Australian social media age restrictions that aim to protect young Australians from pressures and risks that users can be exposed to while logged in to social media accounts. That aim to prevent Australians under the age of 16 from creating or keeping an account with platforms like Facebook, Instagram, Snapchat, Threads, TikTok, Twitch, X, YouTube, Kick and Reddit.
- Under **no circumstances** is the school Gmail account allowed to be used to register for any social media, website or application at home or school, I understand that it is my / our responsibility as parent(s) to supervise my child when using technology at home
- I will contact the school if there is anything here that I do not understand or if there is a situation which concerns me
- I will where possible attend cyber safety workshops or webinars facilitated by St Brendan's Catholic Primary School for parents



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| First Written | 2019 |
| Reviewed | 2026 |
| Due for Review | 2027 |

Please return this page, signed by student and parent / guardian, to school.

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| <h2>St Brendan's Catholic Primary School ICT and Technology Student User Agreement</h2> | |
| Student Agreement - Not applicable to students in Foundation to Two | |
| By signing this document, I hereby acknowledge that I have read this agreement with a parent, and I completely understand what I have read. I accept all the terms outlined in this agreement, and agree to follow all the rules that I have read. | |
| Student Name: | |
| Student's Signature: | |
| Date: | |
| Parent Agreement | |
| I hereby acknowledge that I have read this agreement with my child, and I completely understand what I have read. I accept all the terms outlined in this agreement, and recognise that I am responsible for my child's use of technology at home. | |
| Parent Name: | |
| Parent's Signature: | |
| Date: | |

This policy is an ongoing policy that stays in place for the remainder of your time at St Brendan's Catholic Primary School.