



Information and Communication Technology (ICT)

YEAR 3 TO 6 ACCEPTABLE USE AGREEMENT

15 February 2024

Dear Parents/Carers,

To develop a responsible attitude when using ICT and electronic equipment and to keep up to date with changing technology, we would ask all parents/carers and students to read and sign our ICT agreement.

This agreement is a promise, on behalf of the student, to behave appropriately, courteously and cooperatively in all situations when using ICT electronic equipment. Teachers will discuss the rules outlined but we would appreciate your support in also discussing them with your child. Students and parents are required to sign the agreement and return it to their class teachers.

The students will only be permitted to use the ICT equipment in the school once this agreement has been signed and returned.

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content, while using the Department's online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child at home or in locations away from school. The Department recommends that parents monitor their children's use of technology and keep communication open to ensure they know to tell a trusted adult if they see something that scares them or is inappropriate on the internet.

Mobile Digital Devices

The use of personal digital devices is restricted throughout the school day by all students unless: use is approved by the principal for an educational purpose; an exemption applies; or digital devices and online services are required for medical reasons or for reasonable adjustments made as part of a student's individual education plan. Please refer to the school's digital policy available on the school website.

Related technology such as portable computer games, iPods, iPads and other similar devices are not to be brought to school under any circumstances. The school accepts no responsibility for the security of these items and the procedures applying to the inappropriate use of digital devices will apply equally to these devices. Smart Watches may be worn as long as they are not sending and receiving messages or calls throughout the day. If this occurs the watch will be taken from the child and held in the office until home time when it can be collected. The school discipline policy will be implemented.

The department also recommends the use of appropriate internet filtering software. For more information, resources, advice and tips, visit the Cybersmart website;

www.esafety.gov.au/education-resources/iparent

The Cybersmart program provides a range of cybersafety materials for parents and their children about safety online.

If you have any concerns, please discuss them with your class teacher.

Please return the attached page to your child's class teacher.

Thank you for your cooperation,



Woodport Public School

**Years 3 – 6 Information and Communication Technology (ICT)
and Digital Devices
Student Acceptable Use Agreement**

- I will keep all food and drink away from all ICT equipment e.g. chromebook/laptop/iPads/smart board
- I will seek teacher permission to use ICT equipment and only access when directly supervised by the teacher
- I will follow teacher instructions when using ICT and only access and use programs and/or internet sites for learning as directed by the teacher
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons
- I will not hack or bypass any hardware and software security implemented by the department or my school
- I am responsible for accessing and publishing appropriate material
- I will report any faults with hardware or software to the teacher immediately
- I will only print work that has the direct approval of the teacher
- I will respect copyright and plagiarism rules at all times
- I will respect the confidentiality of passwords
- I will not reveal details of others or myself through email or internet sites
- If I see or hear anything on a website or receive any messages that I don't like or feel are inappropriate, I will turn off the monitor and tell the teacher immediately
- I will THINK (is it true, helpful, inspiring, necessary, kind?) before I post anything online
- I will turn off and hand in my mobile device to the front office every morning, and collect it in the afternoon
- I understand that at no time during the school day am I permitted to use my mobile device (including smart watch) unless I have been given specific permission from the Principal

I understand that the use of Woodport's ICT equipment, network and the internet is a privilege and not a right. Failure to honour this agreement will result in the loss of my privileges to use the computers for a period of time to be determined.

Information and Communication Technology - Year 3 - 6

Student's name: Class:

Signature of student:

I have read and discussed this agreement with my child.

Parent's name:..... Signature:.....

Date: