



St Gregory's Primary School

PO Box 723, Queanbeyan NSW 2620
Email: office.stgregs@cg.catholic.edu.au



**Archdiocese of Canberra and Goulburn
Catholic Education**

Student Acceptable Use Agreement

To have access to Information and Communication Technologies at St Gregory's Primary School you need to follow these agreed practices.

Student Agreement

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Pack away equipment carefully and place it in the appropriate storage facilities.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet, logging into school hardware and accessing online accounts and applications.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for buying or selling goods or services.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature (Year 3 and above):

Name (print): Date:



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Breaking the Student Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to an intranet and/or the Internet and school ICT hardware for a period of time as deemed appropriate by school staff.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

Parent Acknowledgement

I give permission for my child _____ (name) in _____ (class) to use the Internet and other ICT facilities and I:

- have read the accompanying Acceptable Use Policy and the Student Agreement found on the school website.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Policy.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- consent to teacher-created and managed student accounts for web-based learning tools (such as Weebly, etc.)
- consent to my child's use of the School's student email system and other Google Apps on the understanding that the system is provided through Google Apps for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Publication of items on the school website:

I do / do not consent to my child having their

- First name
- Picture
- School work

Parent/Guardian's signature:

Name (print): Date:

Please return this form to school as soon as possible.

Your child will be unable to use the school's network or the Internet until this form is returned.