



## **Emmaus Catholic Primary School Student ICT Acceptable User Agreement Years 5 & 6**

*Access to the Internet & school network at Emmaus Catholic Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use their assigned iPad, other school devices, the Internet, and associated resources with teacher permission and for educational purposes only.*

*Students and their parents are required to agree to and abide by the following terms.*

### **USER AGREEMENT TERMS:**

#### **I will be responsible when using digital devices at all times**

- I will take care of all school devices and related equipment at all times
- I will use two hands to carry a digital device at all times
- When carrying my iPad, I will ensure that the screen is off and the iPad cover is closed
- When carrying any other digital device, I will ensure that the screen is off and the lid is closed
- I will only use a digital device when it is on my desk, unless I have teacher permission to use it elsewhere
- I will ensure the digital device is charged overnight.
- When a digital device is on my desk, there will be no food or drink near it.
- I will not lean on, or place heavy items on the digital device when it is closed on my desk.
- I will be gentle with my use of the keyboard and will immediately report any broken keys to my teacher.
- I will keep the digital device clean.
- I will report any problems, breakages, accidents and concerns to my teacher immediately.
- I will only use school devices when at school.
- I will not store any personal photos/videos on my device

### **I will use my school email and school Google Drive for educational use**

- I understand that I have been provided with a school email address and Google account for the use of educational purposes.
- I understand when using my email address at home - it is for my school use only, members of my family cannot use my email address.
- I can only use my email address to log into websites or applications determined by the school.
- I understand that anything I do on my school Google Drive can be accessed and viewed by our Emmaus School Administrator.
- I will use my school email and Google Drive appropriately.
- I will not upload/Airdrop any software, games, pictures, sound files, video files etc. to any device, unless instructed to do so by my teacher.
- I will keep my Google Drive in an organised manner, using clear filenames and folders.
- I understand that all files on my Google Drive will be shared with my teacher for the purpose of feedback, marking and printing when required.

### **I will be a cyber-safe and cyber-smart user of my device**

- I understand that I need to memorise my username and password and I will only use my own username and password to gain network & Internet access on any laptop. I will not share my username or password with anyone.
- I will report to my teacher if I become aware of someone (including myself) knowing another person's password.
- I will only access electronic resources (ie. websites and computer programs) approved by my teacher.
- I will always be polite, respectful and safe when communicating online. I will not use ICT to bully or harass others.
- I will ensure that all emails I send will contain appropriate language and are effectively edited.
- I will only use my first name when communicating online and I will never give out personal information.
- I will immediately report anything that I see online that makes me feel uncomfortable or unsafe.
- I will not respond to any inappropriate or unusual emails or messages that are unpleasant or make me feel uncomfortable.

### **I will be responsible when using technology/media equipment at all times**

- I will not take photos/videos of students, teachers or the school (Emmaus) without informing them of their purpose and receiving their consent.
- I will not use any digital device to access material that is inappropriate, profane or obscene. This includes material that is illegal, violent and discriminatory.
- If I mistakenly access inappropriate material I will inform my teacher.

- I understand that at times I will be required to use a variety of technology tools (eg: voice recording equipment). I will use this equipment responsibly and report any breakages/issues to the teacher.
- I will not use instant messaging or social networking on school devices.

**I will abide by Copyright laws when using content**

- I understand that any work I upload to create presentations is subject to Copyright laws and I agree to only upload and share work that is my own (including pictures, videos, audio and written work).
- I will acknowledge the author and source of any work that I use that is not my own.
- I will ask others for their permission before uploading images of them to any presentation I create.
- I will only upload appropriate content.
- I will ensure that I proof-read and edit all work that I publish.

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***The use of ICT is a privilege, not a right. Inappropriate use could result in the loss of privileges.***

***We ask that our students are 'upstanders' and report any known violations of this agreement to appropriate staff members to keep our school community safe.***

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(Student Signature)

/ / 2023

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(Parent Signature)

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