



Student ICT Agreement

Information and Communications Technologies (ICT's) refer to all electronic devices and/or applications which allow users to record, send, access or receive information in text, audio, image or video form. These include the school intranet, internet, email and network services (such as printers, display units and interactive whiteboards).

Students are expected to demonstrate safe, lawful and ethical behaviour. Students must be responsible and immediately report to their teacher at school or parent/carer at home any inappropriate use of devices or access to inappropriate material or possible security problems.

ICTs must be used with Respect, Responsibility, Resilience, Safety and Kindness.

Follow directions straight away

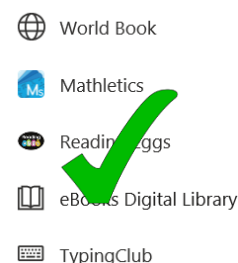
- Use devices and access files, programs, email & internet resources under teacher direction and supervision only
- Use devices for learning-related work only
- Keep smartwatch on school setting unless for a medical reason

Students must not:

- Use devices for non-learning related activities e.g. games without educational value.

Be in the right place

- Use devices in classrooms and other areas of the school as directed and supervised by your teacher
- Be in the right app, doing the right thing
- Access programs that are linked to the Student Intranet page
- Use available storage space for school-related purposes only
- Keep your password private and not divulge it to other individuals (e.g. a student should not share their username and password with fellow students)
- Report access to inappropriate material to the teacher immediately
- Turn off all notifications on devices
- Use only school-provided email accounts when communicating online
- Regularly save work in a known location
- communicate or collaborate with other students, teachers, parents or experts in relation to school work



Students must not:

- Use devices during break times nor before or after school unless instructed and supervised by a teacher
- Use a mobile phone, smart watch or device before school or during the school day not related to school work i.e. make/send or receive calls, texts, messages, photographing, recording, games, apps
- Access social media
- Attempt to access inappropriate material
- Download any files unrelated to school work
- Access online games or home apps (e.g Cool Maths, Geometry Dash, etc) that are not related to learning, even during free time
- Use another student's or staff member's username or password to access the school network.
- Dishonestly gain access to any computer system or service. This includes using another person's account or accessing another person's files or emails
- Copy someone else's work, images or ideas without their permission and acknowledging them



Keep hands and feet to ourselves

- School devices may be shared but not BYOD devices



Students must not:

- Touch or interfere with other students' devices
- Damage devices in any way, including removing keys
- Make deliberate attempts to destroy data by deleting files, changing work of others on OneNote, hacking, spreading computer viruses or any other means

Listen and speak in a friendly way

- Be courteous, considerate and respectful of others
- Use the same manners when typing to people as you would when speaking to people
- Use sentence case - NOT ALL CAPS
- Use spell check and check that what you have written makes sense



Students must not:

- Download, distribute or publish offensive messages or pictures
- Use obscene, inflammatory, racist, discriminatory or derogatory language
- Take part in online chats, discussion groups or mailing lists without teacher permission
- Engage in any illegal act, such as threatening the personal safety of others
- Bully or harass others
- Post or respond to chain letters or engage in spamming
- Forward an email that was sent to you privately without the permission of the person who sent it, unless you are sending it to your parent or teacher

Care for others, objects and the environment

- Take care of devices and cabling, keeping them neat, tidy and safe
- Store devices in the designated place, return devices to the designated place
- Always carry devices around the school in their protective covers
- Have a fully charged device at the start of the school day
- Understand that copying software, information, graphics or other data files may violate copyright laws without warning and be subject to consequences within and beyond school.



Students must not:

- Put water bottles on desks with devices
- Stack devices on top of each other in places other than the designated storage space
- Leave cabling in a way that may cause others to trip or pull the device off the table
- Share their own or others' personal information and/or images which could result in risk to themselves or another person's safety
- Deliberately waste printing and internet resources
- Damage computers, printers or network equipment
- Commit plagiarism or violate copyright laws
- Knowingly download viruses or any other programs capable of breaching the department's network security



I understand that the school's information and communication technology (ICT) services, facilities and devices provide me with access to a range of essential learning tools, including access to the internet. I understand that the internet can connect me to useful information around the world.

While I have access to the school's ICT services, facilities and devices: I will use it only for educational purposes; I will not undertake or look for anything that is illegal, dangerous or offensive; and I will not reveal my password or allow anyone else to use my school account.

Specifically in relation to internet usage, should any offensive information appear on my screen I will close the window and immediately inform my teacher quietly, or tell my parents/guardians if I am at home.

If I receive any inappropriate emails at school I will tell my teacher. If I receive any at home I will tell my parents/guardians.

When using email or the internet I will not:

- reveal names, home addresses or phone numbers – mine or that of any other person
- use the school's ICT service, facilities and devices (including the internet) to annoy or offend anyone else.

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per our Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this agreement and the Student Code of Conduct.

I agree to abide by the above agreement.

_____ (Student's name)

_____ (Student's signature) _____ (Date)