



St Joseph's Primary School

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Acceptable Use Agreement for technology and internet use 2023

Student Agreement: Years 3 - 6

I recognise that the school provides access to technology and the internet for educational purposes. These tools **must** be used in a responsible and respectful manner. Therefore, I will act safely, responsibly and ethically when using technology and the internet.

To be a good technology user I will:

- handle devices with care and pack them away appropriately
- seek help if I don't know what to do
- share the device with others
- not change device or browser settings, install apps/widgets or extensions without teacher permission
- not interfere with the security of the network
- not tell anyone my password except my parent/carers or a teacher
- not use anyone else's password
- not interfere or modify the data of another user
- not bring or download unauthorised programs, including games, to the school or run them on school devices
- be aware that teachers and CSO ICT staff may access my email, files and browsing history if required
- log off at the end of each session so that no one else can use my account
- report any issues with the device to my teacher

To be a safe and respectful internet user I will:

- use the internet and social networking sites for educational purposes, as directed by the teacher
- only work on the sites, apps or programs that I am instructed to use
- be respectful in my interactions with others and will not participate in online bullying, harassment or humiliation
- talk to a teacher if I feel uncomfortable or unsafe online
- talk to a teacher if I see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities
- not subscribe to websites and social media accounts using my school email address unless approved by the teacher
- be aware that content I upload or post adds to my digital footprint
- protect my privacy and those of others by not distributing personal details including email addresses and images
- collaborate respectfully, will not delete or edit anyone's work, and will acknowledge sources where necessary
- accept that the school or CSO may intervene if my use of social media use outside of school impacts on the relationships of those in the school community
- seek permission from individuals, including teachers, **before** taking and/or distributing photos, recording sound or videoing them
- accept that my browsing and email history may be viewed by my teacher or CSO
- access sites that are age appropriate
- be respectful in the photos I take or video I capture and never use these as a tool for bullying
- not use my device to take photos or video whilst I am on school property unless approved by a teacher

In addition to the above, if I bring a mobile phone or other mobile device to school, and it is approved by the school, I:

- will use the device within school guidelines and store it according to school procedures
- understand the device is my responsibility even if it is lost, damaged or stolen
- will not use the device as a “wireless hotspot” or “tethered” to avoid internet filtering

This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities.

I have read the Acceptable Use Agreement carefully, understand and agree to abide by these conditions. I understand that any breach of these conditions will result in technology and internet access privileges being suspended or revoked. I understand that if a device is purposefully damaged then I am responsible for reimbursing St Joseph’s for the cost of replacing the device.

Student name		Year Level	
Student signature		Date	
Parent/Carer Signature		Date	

If you have any concerns about this agreement or ideas for making the agreement better please contact the school. For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 1300 1300 52 or visit <http://esafety.gov.au>

Responsible Use of electronic communications and digital technologies, including Google Apps for Education and other online services for learning and teaching Parental/Carer Agreement

Today's students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the learning opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Policy Statement

Staff and students at schools in the Diocese of Wagga Wagga use electronic communications and digital technologies (including the internet) for learning and teaching, and acknowledge they must be used responsibly. Online behaviour should at all times demonstrate a Christ-centred respect for the dignity of each person. Therefore, our schools believe the development of digital citizens who demonstrate ethical and responsible online behaviour is essential, and is best taught in partnership between home and school.

Using electronic communications and digital technologies to harass, bully or humiliate any individual or group of individuals is prohibited.

The Catholic Schools Office (CSO) and the school reserves the right to capture, store and review all internet browsing, including emails and associated communications, across the CSO and the school's network. Users are advised that illegal online activities will be reported to the police.

Parent Information

School support for the safe and responsible use of electronic communications and digital technologies

Your child has been asked to agree to use the electronic communications and digital technologies responsibly at school. Parents/carers should be aware that whilst the school provides a filtered internet service, the nature of the internet is such that full protection from inappropriate content can never be guaranteed - this is particularly the case where students choose to use their own internet service.

Schools in the Diocese of Wagga Wagga :

- have policies in place that outline the values of the school and expected behaviours when students use electronic communications and digital technologies
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a digital citizenship program at the school which is reinforced across the school and with parents
- use mobile technologies for educational purposes e.g. podcasts or photos from excursions
- work with students to outline and reinforce the expected behaviours when using the electronic communications and digital technologies

Use of Google Apps for Education and other online services to provide email and additional resources for learning and teaching

The school provides email, document creation and online storage for students for learning and collaboration through the Google Apps for Education and other online service providers. Consequently emails, email account details and data may be transferred, stored and processed outside of Australia. In using the school's email and ICT systems users consent to this transfer, processing and storage of that information. In order to provide this service, the following data is required to be stored on Google's and other online service provider infrastructure and may include student login information (First Name, Last Name, User name), and their network login password. The CSO/school engages with Google and other approved providers to ensure privacy policies and security measures regarding the protection of personal information are in place. CSO/school personnel responsible for the email system may have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. Google Terms of Service can be found at: <https://www.google.com/policies/terms/> and where required other vendors terms of service are available online.

As Parent/s/Carer/s I/we give permission for my/our child to use electronic communications and digital technologies for learning purposes. This permission is required so that students are able to make optimum use of the technology and actively participate in all lessons. I / we believe that my/ our child understands their responsibility to use technology responsibly.

Parent/Carer name _____ Parent/Carer signature _____ Date _____