



ST JUDE'S PRIMARY SCHOOL

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COMPUTER FACILITIES STUDENT ACCEPTABLE USE AGREEMENT

Dear Parents and Carers,

All students at St Jude's School have many learning opportunities to use electronic devices, laptops and iPads under teacher supervision. Students have access to a variety of software, apps and the internet on a regular basis with over 280 iPads available for class use.

Students use these devices to enhance and compliment the learning in the classroom as part of integrated units of study. Students complete carefully selected learning activities, search for, gather images, and prepare documents or presentations. Students use the internet to conduct research and may store their work on the device itself or in an internet cloud facility either to complete later or to submit electronically to their teacher.

Students in Year 2 and up have access to Google Email and the full range of Google Apps. These sites and many others used in classrooms store their data on computer facilities not located within the Catholic Education (CE) network and as such are beyond the control of CE. All internet access at school is filtered and the Principal is notified of any inappropriate access or content.

As the use of computers and the internet continues to grow, it is important to understand the responsibilities of all users, teachers and students to ensure they follow the Acceptable Use Agreement.

CE has formulated a Policy and Acceptable Use document, and I ask that you read the policy to understand what is expected of each student. A full copy of the policy document is located on the school website homepage under *Policies & Procedures*, then the link to the PDF document *Computer Facilities and External Networks*.

The attached *Student Acceptable Use Agreement* document should be read and signed by parents / carers. Students in Years 3 and above are asked to sign the document as well.

The attached document is to be returned to school by Friday 28 February 2020.

Peter Galvin

Principal

Growth In Truth & Love

**Archdiocese of Canberra and Goulburn
Catholic Education – St Jude’s Primary School
Student Acceptable Use Agreement**

To have access to Information and Communication Technologies (laptops, the Internet and iPads) at *St Jude’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, cover the display screen 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.
- 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 last name, 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.
- 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 commercial purposes.
- Use my own devices such as mobile phone, tablet device or internet connected smart watch without permission of my teacher(s).
- Access a social media site on any device including my own mobile phone, smart watch or Fitbit 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.
- Photograph and/or upload any images of other members of the school community without their permission.
- Photograph and/or 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) _____

Student Name (print) _____ Date _____

Breaking the Student Agreement

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

- Withdrawal of individual log-on to the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy 2016.

Parent Acknowledgement

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

- have read the accompanying Student Acceptable Use Agreement.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Student Acceptable Use Agreement.
- 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 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/edu>
- consent to my child's use of online resources including websites and apps as approved by the school.

Parent/Guardian's signature: _____

Parent/Guardian's name (print) : _____ Date: _____

Please return this form to your child's class teacher by the end of week 4, Friday 28 February 2020.

Thank you