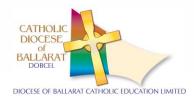


St Thomas More Catholic Primary School

With God First, We will Live, Learn & Thrive



Acceptable Use and Cyber safety Agreement

St Thomas More Catholic Primary School supports the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. The school is committed to the pursuit of excellence in learning and teaching, integrating technology as an effective tool to achieve this goal.

The School:

- provides all students with digital technology for educational use.
- educates students to be safe and responsible users of digital technologies.
- raises students' awareness of issues such as online privacy, intellectual property and copyright
- supervises and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- provides a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- responds to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- implements the procedures in St Example's Behaviour Management Policy when students are not following school expectations in safe and responsible use of the internet and digital technology.
- identifies that some online activities are illegal and as such the school is required to report this to the appropriate authority
- supports parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use and Cyber Safety Agreement and current information through newsletters and information sessions.

Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read and discuss the conditions below together. To have access to the school's digital resources, students must agree to abide by the school's Acceptable Use and Cybersafety Agreement. The following agreement covers the student's use of technology equipment (such as computers, hand held devices, camera, printers, and digital platforms (such as Internet, networks and email. social media, apps, and software).

STUDENTS

General

- I will respect and take care of the computer equipment at all times, this means that I will not have food or drink whilst using them.
- I will only use school's digital technology facilities under the supervision of school staff.
- I will only print material for educational purposes with the permission of staff.
- It is preferred that mobile phones and personal electronic device should not be brought to school. I understand that if I bring a phone or device must hand it over to the classroom teacher who will put in a locked cupboard and it will not be returned until the end of the day. If I am using the phone or device in the school environment it will be handed over to the administration office and parents will be contacted to collect it.

Network

- I will only use software purchased or approved by the school, and installed by the school.
- I will not under any circumstances access or delete personal files belonging to others, software or areas of the network which are not designated for my use.
- I will only use a USB drive when directed by my teacher. I will always keep this in a secure location until needed.
- Content on a USB will only hold documents that are related to schoolwork that I have completed.
- I will use file names that reflect the content of the file and always save appropriately

Internet

- I will only access the Internet during class time. Students cannot access the Internet before or after school or during recesses unless otherwise directed and supervised by a staff member.
- I will only access sites as directed by my teacher.
- I will keep my logins and passwords private and not seek the passwords of others.
- I will use the School digital technology facilities, specifically the Internet, for educational, communication and research purposes only.
- I will respect the privacy and ownership of others' work and materials from web sites at all times.
- I will not provide my personal details or any other student's personal details on the Internet, under any circumstances.
- I understand that the school has access to all logs of student use.
- I will not make deliberate attempts to look for and use material that is non-educational, illegal or which would be thought of as offensive.
- If I should unknowingly navigate to a web site that contains material that may be considered offensive, I will turn off the screen immediately and notify the teacher. The IT administrator will then block this site. Our school network is filtered so offensive material cannot be accessed.
- I will only use the school e-mail for educational purposes and not for personal use
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school.
- As a responsible user of the technology facilities at the School, I will follow the rules set by the teacher based on the Digital Technology Policy
- I understand that if I have broken these rules, appropriate action will be taken.
- I will lose access to the technology facilities and Internet for no less than a week and my parents will be notified. I will then need to renegotiate how I use technology at school. If the

misuse is a serious issue, it may lead to suspension from school. Police may need to be informed if the violation may have broken any law.

Student's Name:			
Signature:		Class:	
Date:			
PARENTS			
 I will monitor my When engaging texts or images I have read the S with my child I will not engage confidential or enderstand that whom I am not a lunderstand that termination of remarks 	this agreement with my child child's technology use at home with the School using digital to chool's Digital Policy (available of ge in unauthorised sites that imbarrassing information or image I must not take and/or post play parent or guardian without per at if I do not adhere to the my access to the school's technological process to the school's technological process.	echnology, I will not seen website) and have also appear to have the Siges about a member of thotos of a school event ermission from the child, school policy it may lead to the child, and longly facilities and in	so discussed the policy School name or post the school community that have children for /children's parent.
· · · · · · · · · · · · · · · · · · ·	and I have read, discussed and ion for him/her to use the Schoolent.	·	_
Parent/Guardian's name	:		
Signature:	Date:		
I declare that my child a	and I have read, discussed and	understood this Accept	able User Agreement

and hereby give permission for him/her to use the School's technology facilities and internet. I accept

the terms of this agreement.