



STUDENT ICT USE AGREEMENT

Prep (Foundation), Year 1 and Year 2

STUDENT DECLARATION

Personal Safety

When I use digital technologies and the internet I will:

- protect and not share my personal information (my full name, photo, birthday, address and phone number).
- protect my passwords and not share them with anyone except my parents or teacher.
- actively participate in cyber safety and 'eSmart' lessons in my classroom.

Communicate Respectfully

When I use digital technologies and the internet, I will communicate respectfully by:

- always thinking and checking that what I write, post, share or say is polite and respectful.
- working to stop bullying - I don't send or share mean or bullying messages or pass them on to others.

Demonstrate Responsibility

When I use digital technologies and the internet I will show responsibility by:

- only using sites and apps that are appropriate for my age - if I am not sure I ask a trusted adult for help.
- speaking to a trusted adult if I see something that makes me feel upset or uncomfortable.
- not deliberately searching for anything that is inappropriate, rude or violent.
- being careful with the equipment I use.
- only using devices for my school work and not using devices at play times (recess/ lunch).

BREAKING THE STUDENT AGREEMENT

If I break the Student ICT Use Agreement, a number of steps can be taken, including:

- having my 'Murrumbeena Primary Digital Licence' card punched as a result of my warning. (I have 3 warnings)
- having my ICT rights withdrawn for a period of time as deemed appropriate (when a warning is used).
- the teaching staff will notify my parents/ guardians.
- reflecting on my actions with my teacher, and or a member of the Learning Technologies or School Leadership Teams, to prioritise the safe use of ICT.
- undertaking restorative actions or consequences, as outlined in the school's Bullying Prevention and Student Wellbeing and Engagement Policies (refer to school website).

After reading the above with your child and reviewing the parent responsibilities below, please have your child and yourself sign this document and return the slip to your child's 2024 classroom teacher. Prep families may return the slip to their 2025 classroom teacher.

PARENTAL RESPONSIBILITIES WITH STUDENT USE OF ICT: Years Prep (Foundation), Year 1 and Year 2

DEFINITION OF ICT

Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices (such as iPads)
- Smartwatches such as Garmin, Fitbit, VTech, Space Talk and others
- Google Chromebooks
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software.

PURPOSE OF STUDENT ICT USE AGREEMENT

The purpose of this Student ICT Use Agreement is to ensure rules for appropriate use of devices and resources are followed so our students are provided with and engage in, a safe, inclusive and supportive digital learning environment. Responsible behaviour includes safely accessing, processing, managing and presenting information in the digital world.

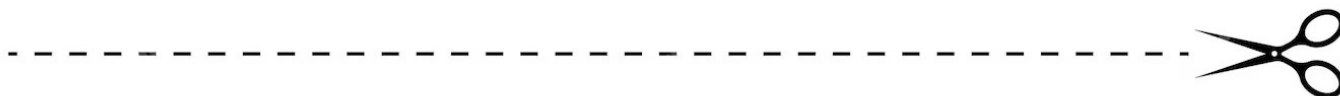
PARENT ICT USE AGREEMENT

I give permission for my son/ daughter to use the internet and ICT facilities at the school and I:

- have read and discussed with my child the school's Student ICT Use Agreement.
- agree to my child using Information and Communication Technologies for educational purposes.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers appropriate.
- agree that, whilst all normal care will be taken, the school is in no way responsible for replacement of the device due to theft, repairs due to breakage or any other sort of maintenance of the device (when owned by the student)
- understand it is my responsibility to pay for any breakage or damage to my child's device (if my child has their own device).
- understand and agree to the consequences outlined for my child breaking any ICT Use Agreements.
- acknowledge that my child's use of the device at school will at all times be subject to the directions of the

teachers and failure to follow these directions may lead to the consequences outlined in this document.

- understand that the teacher will regularly check my child's search history at any time and actively monitor their device usage.
- The Victorian Department of Education has approved Google Apps for Education. I consent to my child's use of these and understand that student emails and associated account details may be transferred, stored and processed by the Education Department server and Google in the United States or any other country utilised by Google to provide the Google Apps Services. Information about the security and privacy features for Google Apps for Education may be found at [Get Started with Education Fundamentals- Google for Education](#).



Students will NOT be given access to the internet or be permitted to use a device until this form is returned. This Student ICT Use Agreement applies at all times when students use any digital device including school and home.

Signatures

My family and I have read, understand and agree to comply with the terms of the acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established when the agreement is broken (refer to page 1) if I do not behave appropriately.

Student name: _____ Date (DD/MM/YYYY) _____

Student signature: _____

Parent name: _____ Date (DD/MM/YYYY) _____

Parent signature: _____