



STUDENT ICT USE AGREEMENT

Year 3, Year 4, Year 5 and Year 6

STUDENT DECLARATION

Personal Safety

I will maintain the safety of myself and others by protecting personal information. This means I will:

- be aware that my full name, photo, birthday, address and phone number are examples of 'personal information' and are not to be shared online.
- protect my friends' information in the same way I protect my passwords
- only share my passwords with my parents, teacher or school administrator.
- only ever join spaces with my parents' or teachers' guidance and permission.
- never answer questions about or share them that ask for my personal information.
- actively participate in cyber safety and 'eSmart' lessons in the classroom and apply what I have learned (eg. stranger danger).

Communicate Respectfully

When I use digital technologies, I communicate respectfully. This means I will:

- communicate with others in a supportive manner, never writing or participating in online name calling or bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- respect others' work and property; and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- not take, distribute or alter images or videos of another person without their permission.

Demonstrate Responsibility

I understand that I am responsible for my actions, both in and out of school. This means I will:

- adhere to all instructions given by my teachers, including logging off devices at particular times.
- understand that the teacher will regularly check my search history at any time and actively monitor my device usage using device monitoring software (eg. Apple Classroom and LAN Schools).
- not use social media or other messaging apps during the school day.
- seek permission to take photos, record sound or video when it is part of an approved activity by a teacher.
- turn off or close the screen if I read or see something I don't like or it makes me upset. and then tell a trusted adult.
- only search for and share age - appropriate content.
- be careful with the equipment I use and notify a teacher if it is damaged or requires attention.
- understand that this User Agreement also applies to smart watches and other technologies and devices.

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.

PARENTAL RESPONSIBILITIES WITH STUDENT USE OF ICT: Years 3, 4, 5 and 6

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 ICT USE AGREEMENT

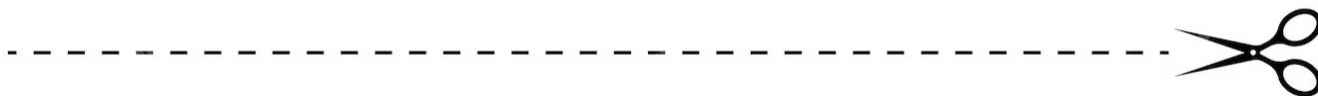
The purpose of this ICT Agreement is to ensure rules for appropriate use of devices and resources are followed so our students are provided with and engage in, a safe, inclusive and supportive digital learning environment. Responsible behaviour includes safely accessing, processing, managing and presenting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

PARENT ICT USE AGREEMENT

I give permission for my son/ daughter to use the internet and other 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.
- understand it is my responsibility to pay for any breakage or damage to my child's 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 using LAN Schools and other Education Department and school monitoring systems and software. .
- The Victorian Department of Education has approved Google Apps for Education. I consent to my child's use of these and understand that students' 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 2) if I do not behave appropriately.

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

Student signature: _____

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

Parent signature: _____