



## Important terms used in this document

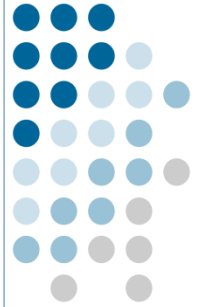
- The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'
- 'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.
- 'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment / devices as outlined below.
- The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players) cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other similar, technologies as they come into use.
- 'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to negatively affect the wellbeing of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

## For the student:

### Rules to help keep Goollelal Primary School students cyber safe!

As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules.

- I cannot use school ICT equipment until my parent(s) and I have signed my Acceptable Use Agreement form (see attached) and the completed form has been returned to school.
- I can only use the computers and other school ICT equipment for my schoolwork.
- If I am unsure whether I am allowed to do something involving ICT, I will ask the teacher first.
- I can only go online or access the Internet at school when a teacher gives permission and an adult is present.
- I understand that I must not, at any time, use the internet, email, mobile phones or any ICT equipment to be mean, rude, offensive or to bully, harass or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
- I understand that I must leave my mobile phone or other personal electronic device in my bag during school time. (Parents, please see our Mobile Phone Policy for further details regarding personal use of mobile phones and other smart devices)
- Watches with a messaging function may be worn, but not used to make calls or send messages during school time. (Parents, please see our Mobile Phone Policy for further details regarding personal use of mobile phones and other smart devices)
- While at school I will not:
  - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable



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# Acceptable Use Agreement ICT and Online Services (Years 3 to 6)

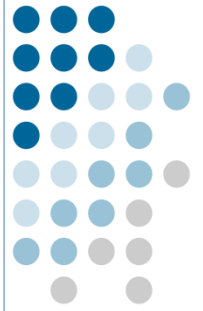
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language such as swearing.

- Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
- Print any unauthorised information or photos from the internet.
- If I find anything mean or rude or things I know are not acceptable at our school on any ICT I will:
  - not show others
  - turn off the screen and get a teacher straight away
- I understand that I must not download or copy any files such as music, videos, games or programs without the permission of a teacher. This is to ensure we are following copyright laws.
- I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software without a teacher's permission. This includes all wireless technologies.
- The school cybersafety rules apply to any ICT brought to school for example a mobile phone.
- I will ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.
- Personal Information includes: Name, Address, Email address, Phone numbers and Photos.
- I will respect all school ICT and will treat all ICT equipment / devices with care. This includes:
  - Not intentionally disrupting the smooth running of any school ICT systems.
  - Not attempting to hack or gain unauthorised access to any system.
  - Following all school cybersafety rules and not joining in if other students choose to be irresponsible with ICT.
  - Reporting any breakages / damage to a staff member
- I understand that if I break these rules, the school may need to inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

## **I understand that Goollelal Primary School will:**

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment / devices at school or at school -related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education designed to complement and support the use agreement initiative. This includes providing children with strategies to keep them safe in cyberspace.
- Keep a copy of this signed agreement on file.
- Respond to any breaches of this agreement in an appropriate manner.
- Welcome enquiries from parents or students about cybersafety issues.



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# Acceptable Use Agreement ICT and Online Services (Years 3 to 6)

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## The parent / caregiver / legal guardian

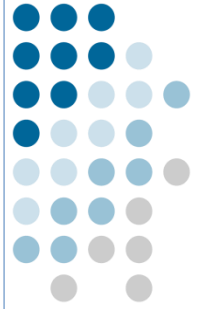
Responsibilities include:

- I will read this Acceptable Use Agreement document.
- I will discuss the information with my child and explain why it is important.
- I will return the signed agreement to the school.
- I will support the school's cybersafety program by encouraging my child to follow the cybersafety rules and to always ask the teacher if they are unsure about any use of ICT.
- I will contact the School Administration to discuss any questions I might have about cybersafety.

## Consequences for breaking any of these rules (depending on circumstances):

- a) Warning and parents informed.
- b) Suspension from using a computer for a day.
- c) Suspension from using a computer for more than a day.
- d) A ban from using a computer unsupervised.

**Please retain this document. Sign and return the following section only.**



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# Acceptable Use Agreement ICT and Online Services (Years 3 to 6)

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**Please sign and return this section only**

## Goollelal Primary School Acceptable Use Agreement – ICT and Online Services

I have read this Acceptable Use Agreement and I am aware of the school's initiatives to maintain a cyber safe learning environment and I am aware of the student's responsibilities.

Name of Student: \_\_\_\_\_

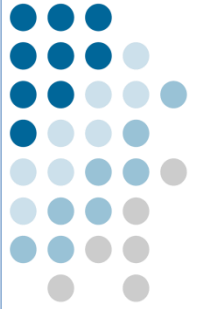
Student signature: \_\_\_\_\_

Name of guardian: \_\_\_\_\_

Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.*



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