



Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to all students attending Galilee Regional Catholic Primary School in 2017:

Student Expectations:

As a safe and responsible user of the school's technology I will help keep myself and other people safe by following these rules:

- I will use ICT for learning purposes as directed by my teacher
- I will respect all school ICT and treat ICT equipment/devices with care. I will report any breakages/damage to a staff member as soon as possible
- I understand that I can only use the Internet, email or other networked technologies when a teacher gives permission and there is staff supervision at school
- I will keep my password private and not let anyone else log in with my username
- I will not use any form of ICT to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of such behaviours is considered bullying)
- I will not intentionally click on online advertising
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language
- The Galilee school uniform (or mention of Galilee) is not to be posted online including the internet or any form of social media.
- I will not use ICT to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images
- I will seek teacher permission before uploading any content to websites (e.g. wikis)
- I will not connect any device (such as a USB, camera or phone) to school ICT or download and run any programs or software (this includes games)
- I will keep my own device or equipment at home and not bring it to school unless I have been given special permission by my teacher and parents (this includes devices such as iPods, iPads, cameras, Nintendo DS's or similar)
- I will keep my mobile phone on silent / turned off and in my bag when I am on school grounds, or on an excursion during school hours (permission required to bring mobile phones on excursion) and acknowledge that bringing such a device is at my own risk.

- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers).

If I find anything that is rude, violent or in some other way unacceptable while using any form of ICT, I will follow class guidelines and:

STOP ... what I am doing

BLOCK ... it by minimising or closing my screen so that others can not see it

TELL ... a teacher or closest adult straight away.

I will also follow the Stop, Block and Tell rules:

- if I accidentally access someone else's private information
- if someone does something using technology that makes me feel upset or uncomfortable
- if I feel that the safety of other students at the school is being threatened

Behaviour Expectations:

Students will:

- follow teacher directions at all times when using technology
- ensure that they leave any form of technology (iPad, Chromebook, Desktop Computer) is left in the same way it was found
- only use designated technology, directed by a teacher, unless in a collaborative environment with teacher permission
- only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately
- use copyright free material only, or their own original material- images, video, music etc
- not use material that is not their own without including a bibliography or citation

Parent /Guardian Expectations:

- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.
- I agree to allow my child to use the internet at school for educational purposes only. I have discussed the scenarios, potential problems and responsible use of the internet with him/her.

- I agree to allow my child to correspond with others using the gmail account provided by the school for grades 3 - 6, for learning purposes only.
- I have also discussed the legalities of social networking sites with my child such as, but not limited to Facebook, Instagram, MySpace and Twitter. I understand that social media accounts are not recommended by any staff member from Galilee Regional Catholic Primary School for any current student (13 years and above is the legal age for these sites)
- Under no circumstances is the school gmail account to allowed to be used to register for any social media, website or application at home or school, unless approved by the ICT eLearning Leader (Joss Coaley) or ICT Infrastructure Leader (Carlo Martello).
- I understand that it is my / our responsibility as parent(s) to supervise my child when using technology at home
- I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact Joss Coaley (ICT eLearning Leader) via email at jcoaley@gsmelbournesth.catholic.edu.au

Please note that by not following all of the above expectations may result in ICT privileges (use of technology, Google Accounts) being revoked.

Please return this page, signed by student and parent / guardian, to your classroom teacher.

Galilee Regional Catholic Primary School
ICT and Technology Student User Agreement 2017

Student Agreement

By signing this document, I hereby acknowledge that I have read this agreement with a parent, and I completely understand what I have read. I accept all the terms outlined in this agreement, and agree to follow all the rules that I have read.

Student Name:

Student Grade:

Student's Signature:

Parent Agreement

By signing this document, I hereby acknowledge that I have read this agreement with my child, and I completely understand what I have read. I accept all the terms outlined in this agreement, and recognise that I am responsible for my child's use of technology at home.

Parent Name:

Parent's Signature:

This policy must be returned to Mr Coaley as soon as possible, so access to technology can be granted. This policy remains in place until the first day of the Galilee Regional Catholic Primary School 2018 School Year.