



**ST. PETER'S**  
Anglican Primary School

# St Peter's Anglican Primary School

## Student ICT User Agreement



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### VERSION CONTROL/CHANGE HISTORY

Version	Change	Author	Date
1.0	Updated Policy	Executive	March 2015

**Next to be reviewed:** March 2017

"The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards."



## Student ICT User Agreement

The use of St Peter's Anglican Primary School Information Communication Technology resources is a privilege rather than a right. Computer equipment, software and data resources at St Peter's are provided for educational use by the St Peter's community and for recreational use when deemed appropriate.

- Students are responsible for appropriate behaviour on the school's computer network, just as they are in a classroom or on the school playground.
- Teaching staff have the right to limit or deny access or terminate use if students use any computer technology inappropriately, either externally or internally.
- Communications on the network are often public in nature; therefore, general school rules for behaviour and communications apply.
- Each student/user is personally responsible for his/her actions in accessing and utilising the school's computer resources, either externally or internally.
- Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

The following behaviours are the responsibility of each user:

- Save your work often
- Follow teacher instructions
- Login correctly and logout when finished
- Keep your password secret
- Acknowledge information sources – don't copy other people's work or information
- Tell a teacher immediately if by accident you find materials which are inappropriate
- Be prepared to be held accountable for your actions and for the loss of privileges if you break these guidelines
- Don't use another person's login / account
- Never have food and drink near computer equipment
- Never view, send or display offensive messages or pictures (think "Would your mum or dad be happy with what you are sending?")
- Seek the teacher's permission before printing
- Never try to change settings or damage the equipment
- Remember that nothing is really private on the Internet



- Always select appropriate content
- Creative Commons is to be used for copying photos or graphics from the Internet
- School email addresses are only to be used externally under direction from the classroom teacher to complete work. Your email address is for school use only

### External access

- Use of google drives from an external computer must be in accordance with the school user agreement
- Students must sign a cover sheet supplied by the classroom teacher for projects and assignments, declaring it is the owner's work and no external help was provided

### Stage 3 Device Programme

The following are the responsibility of all Stage 3 students in relation to their use of the St Peter's Device Programme:

- Students must carry the device closed at all times while moving around the school and walk sensibly
- Students should place the device on its charger/dock at the end of the day
- The device is provided with educational apps and links that are not to be removed or modified. New apps can only be added by the ICT Technical Team after consultation with the Director of Information Services, Deputy Head (Director of Teaching and Learning) and the classroom teacher (where applicable)
- Accidental damage of the device is the responsibility of the parent, \$100 needs to be paid before repairs can begin.
- Intentional damage of the device will not be the responsibility of the school but rather the parent/guardian.
- The device remains at school until the end of Year 6.
- If a family decides to leave the school and wishes to pay out the remaining service fee for the device, reasonable notice must be given and a request put in to ensure the device is ready when the student leaves
- Regardless of when the device leaves the school, it must be returned to its original state (ie. the software that was on it when it was purchased)
- Work is to be shared with the relevant teacher



For your safety and so that all devices are the same for ICT servicing the following is not allowed:-

- downloading of programs from the Internet, eg. MP3 files and video files
- engaging in any illegal activity, including violation of copyright or other contracts
- using the internet for personal, financial, political, commercial gain
- trying to make unauthorised access to resources or entities. It is against the law to access any network files, documents, applications etc. without the permission of the owner
- using an account owned by another user
- posting personal communications without the author's consent and/or post anonymous messages
- playing computer games at any time, except with the teacher's permission for educational purposes and/or visit chat rooms or sites that are non-educational nature
- using vulgar, offensive or inappropriate language
- harassing or personally attacking another person
- accessing sites that contain offensive material

Student's name: \_\_\_\_\_ Class: \_\_\_\_\_

Student's signature: \_\_\_\_\_