

*Attachment A*

**Archdiocese of Canberra and Goulburn  
Catholic Education Office  
Student Acceptable Use Agreement**

To have access to Information and Communication Technologies at Good Shepherd Primary School you need to follow these agreed practices.

**Student Agreement**

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature (Year 3 and above) \_\_\_\_\_

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

## Breaking the Student Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to an intranet and/or the Internet for a period of time as deemed appropriate.
- Parents notified.
- Appropriate ICT rights withdrawn.
- Guidance from the Learning Technologies Specialist/ICT Coordinator or School Executive as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

## Parent Acknowledgement

I give permission for my son/daughter \_\_\_\_\_ (name) in \_\_\_\_\_ (class for 2017) to use the Internet and other ICT facilities and I:

- have read the accompanying Acceptable Use Policy and the Student Agreement.
- agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in the Policy.
- agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate.
- have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- consent to my child's use of the School's student email system and other Google Apps on the understanding that the system is provided through Google Apps for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at <https://www.google.com/enterprise/apps/education/benefits.html>

Parent/Guardian's signature: \_\_\_\_\_

Name (print) : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to school as soon as possible.**

**Your child will be unable to use the school's network or the Internet until this form is returned.**

**Thank you**

*Attachment B*

**Archdiocese of Canberra and Goulburn  
Catholic Education Office  
Personal Electronic Device Acceptable Use Agreement**

To have access to the computer network at Good Shepherd Primary School with a personal electronic device of your own, such as a laptop, tablet, smart phone or wifi enabled storage device, you need to follow these agreed practices, in addition to having agreed to the conditions in the Acceptable Use Agreement for use of your school's computer facilities and external networks. You should not bring any of these devices to school without the Principal's approval.

**Student Agreement**

I will:

- Only use personal electronic devices that have been approved by my school for use on the school's network.
- Follow all the conditions I have agreed to in the Acceptable Use Agreement for use of my school's computer facilities and external networks when using an approved personal electronic device.
- Only access the Internet at school through the school's wireless network.
- Follow all instructions given by a teacher about my personal electronic device, including turning off the device or handing over the device to the teacher on request, and only using approved applications on the device.
- Be responsible for maintaining my personal electronic device, including keeping the battery charged, and purchasing and upgrading software

I will not

- Whilst at school lend my device to others and I will ensure that it is stored securely when not in use.
- Whilst at school use my device to take photographs or record video or sound without the permission of a teacher and all the people being photographed or recorded.

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

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

**Breaking the Personal Device Acceptable Use Agreement**

In addition to the consequences described in the Acceptable Use Agreement for use of school computer facilities and external networks, students may be banned from taking their personal electronic device to school and/or using it on the school computer network.

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**Parent Acknowledgement**

I give permission for my son/daughter \_\_\_\_\_(name)  
in \_\_\_\_\_(class for 2017) to use a personal \_\_\_\_\_ (device type) at  
school and on the school's computer network and I:

- 
- have signed the accompanying Acceptable Use Agreement for use of the school's computing facilities and external networks.
  - 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.
  - recognise that, whilst every reasonable attempt will be made to enable the device to access the school's computer network, there is no guarantee that this will be possible. The school is limited to devices that are supported by the CEO on its networks.
  - acknowledge that my child's use of the device at school will at all times be subject to the directions of teachers and that failure to follow those directions may lead to the consequences described above.

Parent/Guardian's signature: \_\_\_\_\_

Name (print ) : \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this form to school as soon as possible.**

**Your child will be unable to use the personal device at school until this form is returned.**

**Thank you**