

IMMACULATE HEART OF MARY CATHOLIC SCHOOL
STUDENT AGREEMENT FOR THE USE OF
INFORMATION COMMUNICATION TECHNOLOGY RESOURCES

March 2017 – March 2018

GRADES 3 – 6



Dear Parents/ Guardians,

At Immaculate Heart of Mary Catholic School we aim to ensure that all students have access to Information Technology resources and facilities as well as becoming competent and knowledgeable in using them. This equipment includes computers, iPads, digital cameras, the internet and email, visualisers, Apple TVs and plasma screens.

This agreement outlines the cooperative behaviour that Immaculate Heart expects of every student who uses the school resources.

By signing this agreement:

*the student agrees to abide by the conditions governing the use of the school's IT equipment. If the conditions relating to IT use are broken then the student will incur a consequence to be decided by the class teacher and Principal as per the Positive Behaviour Support – Student Behaviour Process.

*the parent agrees to support the school rules pertaining to the use of IT.

This agreement must be returned for students to continue using any Information Technology resources.

The purpose of asking both students and parents/ guardians to sign this agreement is to ensure that all parties are well aware of the expectations before using the equipment. In the case of a student using technology incorrectly, the agreement can be used as a teaching reference point.

THE AGREEMENT:

1. I will only use ICT equipment under the supervision (unless otherwise permitted) of a teacher or adult.
2. I understand that I require teacher permission to:
 - a. Change settings on any computer or other ICT device.
 - b. Use DVDs or CDs other than those owned by Immaculate Heart of Mary Catholic School on any school computer.
 - c. Download programs, apps or files on school owned devices.
3. I will keep my own work safe and I will respect the rights and privacy of other people.
4. I will only use school technology for school related activities.
5. When using ownCloud I will only access my own folder/s and work.
6. I will not reveal personal details about myself or others, such as my address, telephone number, passwords etc.
7. If I find any inappropriate material, I will close the page immediately and inform my teacher.
8. When using the Internet I will not intentionally search for, or display to others information that is inappropriate.
9. I will only access social media sites, eg Skype, Edmodo with my teacher's approval.
10. If I have the opportunity to have a school email account, I understand it is only to be used for school related tasks and that passwords need to remain unchanged.
11. I will not use Technology to offend or upset other people. I must ensure that my use of technology protects the privacy, reputation and well-being of Immaculate Heart of Mary Catholic School and those in the school community, both directly and indirectly at all times.

IMMACULATE HEART OF MARY CATHOLIC SCHOOL
STUDENT AGREEMENT FOR THE ACCEPTABLE USE OF
STUDENT OWNED IPADS
March 2017 – March 2018
GRADES 3 – 6



iPad Acceptable Usage Agreement 2017

Your iPad is to be used for educational purposes, innovation and creativity. Responsible use of your iPad is expected and it is hoped that you enjoy the experience and opportunity you have been given.

My iPad will have an appropriate photo of myself on the lock screen and the desktop screen. It will be passcode free.

I will look after my iPad, keep it in the cover, keep it clean. I will keep it in my school bag when traveling to and from school. I will only remove it from my bag under the supervision of my parent/guardian or a staff member.

I will make sure it is always charged at home and ready for the school day.

I will use my iPad appropriately at home and at school and will only access appropriate websites, send appropriate emails or messages and only keep suitable music or images on my iPad. I will make sure I keep myself safe online remembering what I have learned about cybersafety and the Three Rs (Respect, Responsibility and Relationships).

My iPad has a camera and I will only use the camera to take appropriate photos or videos and will always ask permission before taking a photo or video of others.

I understand my teacher will have full access to my iPad because it is an educational tool. I will keep the search history on my iPad showing I have only accessed suitable sites.

I am responsible for my iPad and will store it safely when it is not in use.

I must bring my iPad to school with me each day, if I continue to forget it, I may not be able to take the iPad home and therefore only use it at school.

I will ensure that my home apps are kept in a home folder and will not be accessed while I am at school.

I will not change passwords set up by the school or my parents/ guardians and will only share my passwords with these adults.

I understand that there will be consequences if I don't follow the iPad Acceptable Usage Agreement or the school expectations of *Respect, Responsibility and Relationships*.

Please return this page

The agreement can be kept for your own records

The agreement must be returned for students to continue using information technology resources

I, _____, understand that there are expectations and procedures for the use of school owned Information Technology resources and student owned iPads at Immaculate Heart of Mary Catholic School. If I do not meet my responsibilities and obligations, I understand there will be a consequence for my actions.

STUDENT'S NAME _____

GRADE _____

SIGNED _____
(Student)

DATE _____

FOR PARENTS/GUARDIANS

I have read and understood this agreement and have discussed it with my child so that he/she is aware of and understands the conditions of the agreement.

NAME _____
(PARENT/GUARDIAN Name)

SIGNED _____
(PARENT/GUARDIAN signature)

DATE _____