



## Information Communication Technology (ICT) User Agreement Year 3-6

Students in Years 3-6 will have access to a Google Chromebook to support their learning. ICT users are expected to keep the school values in mind when using ICT;

Respect, Compassion, Responsibility and Excellence

I will show **RESPECT** when I:

### **Access the internet and online tools with a teacher's permission.**

*This means:*

- *only downloading and using programs or apps permitted by the teacher*
- *not accessing social media sites such as Facebook or Instagram*
- *only using the device during class time and when instructed by my teacher*

### **Follow teachers' instructions.**

*This means:*

- *putting the lid of my Chromebook down when a teacher is speaking*
- *only using my Chromebook to complete tasks the teacher has set*

### **Communicate with others online respectfully.**

*This means:*

- *thinking and checking that what I write or post is polite and respectful*
- *not copying someone else's work or ideas from the internet and presenting them as my own* <http://smartcopying.edu.au/information-sheets/schools/students-and-copyright>

I will show **COMPASSION** when I:

### **Look after myself and others by thinking about what I share and access online.**

*This means:*

- *being aware that my (and my friend's) full name, photo, birthday, address and phone number is personal information and is not to be shared online*
- *protecting my passwords and not sharing them with others*
- *only joining online spaces with my parent's or teacher's guidance and permission*
- *speaking to a trusted adult if something makes me feel upset or scared or if someone I know is upset or scared.*
- *not deliberately searching for something rude or violent*
- *closing the screen or pressing the back button if I see something inappropriate and telling a trusted adult*
- *not using ICT to bully, frighten, annoy or upset another person and reporting any incidents of online bullying to a trusted adult*

### **Respect the privacy of other users.**

*This means:*

- *not attempting to access other people's documents or devices*
- *asking permission before taking or using photos or videos of others*

### **Consider the environment.**

*This means:*

- *sharing documents online whenever possible instead of printing hard copies*
- *only printing with my teacher's permission*

I will show **RESPONSIBILITY** when I:

**Come to school prepared.**

*This means:*

- *bringing my Chromebook to school fully charged every day (charger to remain at home)*
- *transporting my Chromebook in its protective cover and in my school bag*

**Look after my Chromebook.**

*This means*

- *keeping it in its cover and stored in my desk when not in use*
- *keeping food and drink away from my Chromebook*
- *not defacing the cover or any other part of the device and keeping the Chromebook clean*
- *putting the protective cover on the Chromebook when transporting it and carrying it safely*
- *not changing settings without permission*
- *Be responsible for all damage or loss caused by neglect or abuse. In the event of theft or deliberate damage while at school, the incident must be reported to the ICT Help Desk immediately. A police report will need to be completed by parents or the student in the cases of loss, theft, or vandalism.*

**Post appropriate content online.**

*This means*

- *only posting my best work*
- *only posting works relevant to classroom tasks*
- *never posting work online that includes personal information*

I will show **EXCELLENCE** when I:

**Use the Chromebook to further my learning.**

*This means:*

- *always producing my best work*
- *keeping my Google Drive organised to ensure work is easily accessed*
- *using the Chromebook to communicate with my teacher to access assistance with school work*

**Treat myself and others in an excellent manner.**

*This means:*

- *treating those in the digital world the same way I would in real life*
- *ensuring my spelling, punctuation and grammar is up to a suitable standard as well as ensuring I do not use abbreviations unless asked to do so or in an appropriate context.*

**Loss / Damage / Return of Devices**

*In the event of loss or accidental damage, students must report the incident to the office immediately. Any damage that is as a result of an act that is in breach of this agreement, or malicious damage, the cost of repair will be met in full by the parent/guardian. For other loss or damage, a \$150 fee will apply for the first claim which is payable to Good Shepherd or the insurance provider. For a second or subsequent claim for repairs a fee of up to the full price of the repair or replacement cost may be charged. Students who withdraw, who are suspended or expelled, or terminate enrolment at Good Shepherd for any other reason, must return the school owned device on or before the date of termination.*

**Please return this page by Monday, 5 February 2018**

**Overarching Agreement**

*Use of a technology device at Good Shepherd is a privilege and not a right.*

*Students in breach of this agreement may have their device confiscated; lose network access privileges and/or other consequences as outlined in the ICT Use by Students Policy. In addition, it is the student's responsibility to report on, and where appropriate remind their peers of, the commitment made when signing this Code of Conduct. The student also understands that, by signing the agreement, they agree to work within the terms and conditions of the ICT Code of Conduct.*



Dear Principal

- I have read, understood and agree to follow the values outlined in the Information Communication Technology (ICT) User Agreement.
- I understand that my Chromebook is the property of the School and the school has the right to monitor all ICT use on school devices. This includes all work created, produced, communicated, stored or accessed on ICT.

**Please sign and return by Monday, 5 February 2018.** A chromebook will only be issued on acceptance of this agreement.

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

Parent Name: \_\_\_\_\_

Student Signature \_\_\_\_\_

Parent Signature: \_\_\_\_\_

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