



This Acceptable Use Agreement applies to students in Years 5-8 when using ICT.

St James the Apostle Primary School reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

## My responsibilities when using ICT

### I understand that when I use school technology:

I will use polite and respectful language in messages, emails, and online chats.

I will not share my full name, home address, phone number, passwords, or other personal details. If someone asks for my personal information, I will tell a teacher or a trusted adult.

I will not share my passwords with anyone and will not use someone else's login.

If I see something online that seems wrong or suspicious, I will ask my teacher.

I will not copy other people's work without permission. If I use something from a website, AI, or another source, I will say where I obtained it from.

I will only use the apps and websites my teacher allows.

I will not open, change, or delete other students' or teachers' files.

If I see or experience anything unsafe, uncomfortable, or upsetting online, I will tell a teacher or a trusted adult at school right away.

## What I am not to do when using ICT

### For my safety, and the safety of others:

I will not try to get around school internet filters or use my phone's internet at school.

I will not take, share, or post pictures, audio recordings or videos of others without their permission.

I will not use AI to alter photos or videos of others unless my teacher allows it for schoolwork.

I will not use peer to peer sharing (i.e. AirDrop) or other sharing tools without permission. I will only share files if my teacher allows it.

I will not open messages from unknown sources because they could be harmful.

I will only use school devices during class for activities related to my learning.

## Consequences for a breach

If I break the rules of this Agreement my school will:

- block school account access for a determined period of time.
- enforce limited use of school digital tools for learning and provide alternate access to learning materials
- conduct conversations with the student, the homegroup teacher and a member of Leadership to determine further action.

## As a student at St James the Apostle Primary School

Any personal devices that are not part of a BYOD program, including but not limited to, mobile phones, smart (internet-connected) watches, tablet, should not be used during school time or on school property.

Students must:

- turn their personal device off on arrival on the school premises
- give any digital technology tools to their home group teacher or the teacher in charge of the homegroup when they arrive at school to be placed into a locked box until the end of the day
- not use their personal devices to take photos or videos of other learners or teachers

## Student Agreement

I have discussed this Agreement with my parents and agree to follow all of these rules.

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Student Code of Conduct, which I have agreed to uphold, and consequences may apply.

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

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

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

## Parent / Carer Agreement

- I agree that my child may use educational web tools such as Google Workspace for Education as part of their schoolwork that uses off-site servers.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent / Carer Name: \_\_\_\_\_

Parent / Carer Signature: \_\_\_\_\_

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