

# ICT Student Use Agreement



<b><u>Policy</u></b>	<b><u>Update</u></b>	<b><u>By Whom</u></b>	<b><u>Endorsed</u></b>
<b>ICT Student Use Agreement</b>	<b>21/02/2020</b>	<b>Joe Bell</b>	

## RATIONALE

Tuart Hill Primary School aims to protect students from exposure to inappropriate online material or activities by adopting protective online behaviour and being proactive in teaching students to interact safely and appropriately in an online environment. In conjunction with the Education Department, Tuart Hill Primary School makes every reasonable effort to achieve this by educating and informing students and parents.

The internet is an essential element in 21st Century life for education and social interaction. The purpose of internet use in school by students is to promote improved student outcomes. The Western Australian Curriculum through its Technologies Curriculum and ICT Capabilities, requires children to learn how to locate, retrieve and exchange information using ICT, and to become innovative, creative and critical users of technologies to problem solve. Consequently, teachers need to plan cross curricular programs that integrate the use of ICT and web based resources, including e-mail to enrich learning activities.

## GUIDELINES

Responsible and ethical student use of technology is a key element in Tuart Hill Primary School's approach to embedding digital technologies across learning areas.

Staff will embed the use of technology in their planning to foster innovation, creativity, critical thinking and problem solving for students.

We focus on ensuring students are cyber safe and students agree only to access online websites related to the content being taught. Students agree also to keeping their passwords private and to follow directions of staff when using technological equipment.

Expected behaviours in using technology are explicitly taught to students and classes display an iPromise poster of agreed behaviours and expectations. **(APPENDIX 1)**

Students and parents will sign an online/device use contract and staff will not allow students to access digital technology without a signed agreement. **(APPENDIX 2)**

Staff will provide appropriate supervision (within line of sight and in close proximity to the teacher) for students using the Internet and other online services at school.

Misuse of technologies by students will be dealt with using the Tuart Hill Primary School Student Engagement Plan. Serious breaches will fast track responses, resulting in administration and parent involvement.

## APPENDICES

1. iPromise documents (Junior and Senior)
2. Online/Device Usage Agreement

## **APPENDIX 1**

### **iPromise JUNIOR EXPECTATIONS**

- I promise not to leave the device on the floor.
- I promise to follow teacher directions when using the device.
- I promise to treat the device gently and with care, holding with both hands.
- I promise to be respectful and not interrupt when other people are recording.
- I promise to share and take turns.
- I promise to save my work when I have finished my turn.
- I promise to return the device with all the apps and browser tabs closed.

**Note: Device refers to an iPad, laptop, or any other portable digital technology product**

### **iPromise SENIOR EXPECTATIONS**

- We can use our devices for:
- School work
- Research
- Note taking
- Productive texts (e.g. Office 365, Pages, Keynote etc.)
- Sharing information (Mirroring)
- Communicating (Connect, emails)

#### **Responsibilities**

- I promise to be responsible for the security of all my accounts (log off).
- I promise to put my device back in the correct place at the end of every day.
- I promise to be responsible for the care of my device
- I promise to not to leave it on the floor
- I promise to hold the device with two hands
- I promise to make sure the device is put on charge

#### **I Promise NOT TO:**

- Waste time, play games, take selfies, look at inappropriate websites (mild), play music or leave my device unattended.
- Download anything (unless permission is granted), change the settings, access inappropriate material, misuse other people's images/property or use the device in a careless way.
- Use another student's device or ID without permission, intentionally damage a device, access inappropriate sites, bully or intimidate other people through the use of a device.

**Note: Device refers to an iPad, laptop, or any other portable digital technology product**

## Device Access

Tuart Hill Primary School has invested in laptops and iPads as educational tools to support the teaching and learning programs of the school. All students will have access to the devices at different times throughout the year.

## The Internet

These devices require a wireless network in order to access the Internet. The school will provide a network within the school grounds. This network is monitored by the Department of Education. It is important to know that no network is completely 'safe' in terms of accessible content.

### STUDENT AGREEMENT

As a student of Tuart Hill Primary School, I have read, understood and I agree with the rules for device/online use at the school:

#### Online Rules

I agree to follow the online rules set out below when I use the internet or a log-on account:

- I will ask the teacher first before using devices/the internet.
- I will not let other people log-on to my account/use my device without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account/device
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use material from the internet if I have asked the teacher.
- If I download material or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the devices and will not change the settings.
- I will not use devices to be mean, rude or unkind about other people.

I understand that:

- If I use the internet or my device in a way that I shouldn't I may not be able to use this equipment in the future.
- I may be legally liable for misuse of the computer/device and the police may be contacted.

I agree to abide by the Online/Device Usage Agreement for school students.

Student's Name: \_\_\_\_\_ Year Level: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

## APPENDIX 2

### PARENT/GUARDIAN AGREEMENT

I understand that the Internet can provide my child with valuable learning experiences. I also understand that it gives access to information on devices around the world and that a very small part of that information can be offensive, illegal and/or dangerous.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students. I have discussed the Internet usage agreement with my child.

I believe \_\_\_\_\_(Name of student) understands this responsibility and I hereby give permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subjected to appropriate action by the school. This may include loss of Internet access for some time and/or contacting me.

Parent or Guardian's name: \_\_\_\_\_

Parent's Guardian's Signature: \_\_\_\_\_

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