



ICT Acceptable Use Agreement 2024

Students, please tick each box to acknowledge your understanding of each point

When I use digital technology, I agree to:

Communicate Respectfully - by thinking and checking that what I write or post is polite and respectful

This means:

- Never sending mean or bullying messages, or passing them on, as this makes me part of the bullying problem and ensure that notifications for messaging apps such as iMessage are turned off at school
- Not using actions online to be mean to others, including leaving people out
- Not copying someone else's work or ideas from the internet and presenting them as my own

Respect Personal Information – by being aware that my full name, photo, birthday, address, phone number and school name, are personal details.

This means:

- Protecting and not sharing my personal details
- Protecting my password and not sharing it with other students
- Only joining a space online with my parent or teacher's guidance and permission after having read the terms and conditions
- Never answering questions online that ask for my personal information

Look after myself and others – by thinking about what I share online

This means:

- Never sharing my friend's full names, birthdays, school name, addresses and phone numbers because this is their personal information
- Speaking to a trusted adult if I see something online that makes me feel upset or if I need help
- Speaking to a trusted adult if someone is unkind to me online
- Speaking to a trusted adult if I know someone else is upset or scared due to online activity
- Stopping to think about what I post or share online
- Using spaces or sites that are appropriate for my age
- Not deliberately searching for something rude or violent
- Being careful with the equipment I use
- Not putting photos or videos of other people online without their permission

Use own and school equipment responsibly

This means:

- Shut down or restart equipment when needed
- Close apps / programs when I have finished
- Only go on apps / programs that I have been instructed to use

- Not move any apps on school devices
- Not change the background or change any settings on school devices
- Delete any photos I take when instructed to
- Not delete anyone else's files
- Carry equipment safely (walking with only one device, two hands and not handling other student devices)

Student Reflection:

After discussing these points with your parent/guardian, please write a short reflection on why it is important to have an Acceptable Use Agreement:

Parent Reflection:

After discussing these points with your child please write a short reflection:

Consequences:

If I fail to comply with the above guidelines, the teacher, in consultation with the school administration, will determine the appropriate consequence for any breach of this Acceptable Use Agreement. Consequences may include, but are not limited to, the following:

- Student and teacher discussion and revisit of the Agreement
- Student and teacher checking the device together to identify the infringement
- Suspension from the use of technology at school for a period of time (e.g. 1 day, 1 week)
- Indefinite suspension from using technology until the school deems the student is ready to be resume use
- Informing or meeting with parents if serious breaches occur

Student Declaration

I have read and fully understand all parts of the Acceptable Use Agreement

Signed: _____ Date: _____

Parent Declaration

I/We have read through this document with our child and will continue to support the correct use of technology at school and home.

Signed: _____ Date: _____