



Acceptable Use of ICT Agreement for Students Years F - 4



This Acceptable Use Agreement applies to Years F- 4 students when using ICT.

St Robert's 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

When I use ICT:

I will send messages and talk to others politely.

I will not use mean or rude language online.

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

I will not share my passwords, and I will not use anyone else's.

I will talk to my teacher or a trusted adult at school if I see something online that looks wrong or untrue.

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 got it from.

If I feel uncomfortable or unsafe because of something I see or hear, I will tell my teacher or a trusted adult at school right away.

I will only use apps, websites, and games my teacher says are okay.

I will not copy, change, or delete other people's digital work. When my teachers put us in groups or pairs, I will use kind words and will listen to my classmates' ideas as we work together.

I will make sure that my email account is used for school purposes only.

I will not change my Seesaw or Google account images or backgrounds on devices.

I will not remove my device from Apple Classroom.

What I should not do when I am using ICT

For my safety, and the safety of others:

I will not take, share, or post pictures, voice recordings or videos of my classmates or teachers without permission.

I will not use AI to change pictures of other people unless my teacher says it is okay for learning.

I will not send pictures, voice recordings, videos, or files to others unless my teacher says it is okay.

I will not open emails from people I do not know because they might be unsafe.

I will not use digital tools in class unless my teacher says I can.

I will not change the settings of any device without permission.

Consequences for breaking the rules

Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, Technologies Leader, the Principal and/or the Wellbeing Leader.

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

Consequences may include:

- a request to explain the circumstances surrounding the breach.
- an official warning to be included in the person's file.
- parents will be notified.
- temporary removal of internet privileges and use of digital technologies.
- students should be advised that serious or repeated breaches of the Policy may lead to loss of privileges.

As a student at St Robert's

My school requires me to hand in my smart watch and/or mobile phone to the office at the start each day and collect after the dismissal bell.

Student Agreement

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

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

Student Name: _____

Student Signature: _____

Date: _____

Parent Agreement

- I acknowledge that I have received and made myself familiar with the ICT package emailed to me that includes the relevant policies associated with this user 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 understand that my child's phone or smart watch must be handed into the office each morning and collected after the dismissal bell.

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: _____