

Information and Communications Technology (ICT) Parent & Student Agreement



In our commitment to providing excellence in education, Sacred Heart Catholic Parish Primary School St Albans is continuously focused on improving our technology and allowing for innovative education within our curriculum.

The Information and Communications Technology (ICT) Agreement aims to create and maintain a culture in keeping with the vision and the mission of Sacred Heart. As 21st century learners, our students must be aware of their obligations, responsibilities, and the risks associated with their use of ICT.

This ICT Agreement is to be discussed in detail with your child by you. It is required that both **parents/guardians** and **students** read and fully understand the Agreement before signing. This Agreement outlines rules and expectations that relate to the care of resources and acceptable use of equipment. It also outlines requirements that relate to the safety of your child and other members of the school community. Students will not be given access to any ICT resources until the acknowledgement form attached (page 4) has been signed.

Sacred Heart ICT resources are never to be utilised in a way that adversely affects any member of our school or wider community to feel safe, learn, teach or work.

It is expected that students follow the school expectations at all times when using ICT.

- Do Your Best
- Help Others Succeed
- Respect Your School

Inappropriate and disrespectful use of ICT will not be tolerated and restrictions to ICT may apply.

Cyber safety is a concern for the whole community. Sacred Heart is serious about cyber safety and takes appropriate steps to protect and educate students on the safe use of technology. Parents also need to make themselves aware of, and be involved, in their children's use of technology. We recommend you also put safety measures in place at home. The following websites offer families the opportunity to learn more about responsible ICT usage:

www.esafety.gov.au
www.cybersafetysolutions.com.au

If you have any questions relating to the Agreement or the use of ICT please contact the school on 9366 0022.

Yours sincerely

Ms Blake
Principal

Mrs Bolkunowicz
Deputy Principal

Information and Communications Technology (ICT) Parent & Student Agreement



ICT Resources:

- Sacred Heart provides access to a wide range of technologies that assist with teaching and learning.
- Student devices remain property of Sacred Heart.
- Students must not add or remove any labels to the device without permission.
- Any damage to equipment will result in a charge for repair or replacement at the discretion of Sacred Heart.

Usage Guidelines:

- Students are responsible for ensuring their device is charged, if it has been sent home the night before.
- All technology supplied by Sacred Heart to students is for Educational Use Only. Any games, music, videos or software should be for the purpose of your child's education at Sacred Heart.
- Any online work submission is to be completed through Google Classroom, unless specifically directed by your teacher.
- The use of prohibited content will not be tolerated. This includes, but is not limited to, the following: Unlicensed or cracked software, inappropriate or disrespectful pictures, videos or files.
- Sacred Heart will conduct random audits on student devices throughout the year. Sacred Heart may inspect devices either physically or via electronic monitoring.
- It is important that all students take digital security seriously by using secure passwords, not visiting questionable websites, and not giving out passwords or personal details.
- Students have a responsibility to ensure that their work is organised and saved in Google Drive folders to prevent any potential loss of work if something happens to the device.
- Students must take reasonable steps to ensure their device is free of viruses and malicious software.

Transport and Care of Devices:

- School-owned devices must be carried in the protective case supplied by Sacred Heart at all times.
- Devices should not be left unattended and must be stored securely in a locker when not in use. Loss or theft of an unattended device is unlikely to be covered by insurance.
- Students travelling on public transport should take extra care to avoid damage to the device.
- To avoid the risk of theft, devices should not be left visible in any vehicle.
- To avoid the risk of damage to a device, it should not be left for any extended period of time in a vehicle.
- To avoid the risk of damage to a device it should be kept away from food, drink and hot or cold surfaces.
- The computer charger should be checked regularly for functionality or damage.
- Many chemicals are dangerous to computers and people; care should be taken when cleaning the device.
- The device is provided for the sole use of the student named in this agreement.
- All repairs to School devices are facilitated by the school. Failure to comply will likely result in financial loss and/or voiding of any remaining warranty.

Device Faults and Warranty:

- Any damage or malfunctions must be reported to the school immediately. Delayed reporting may result in further damage which may void a warranty claim or increase any repair cost.
- School devices may either be repaired or replaced at the discretion of Sacred Heart.
- Opening, tampering or modifying a device will void a warranty claim.
- Any insurance excess or repairs outside of warranty will incur a cost to parents/guardians.
- Sacred Heart takes all reasonable steps to ensure that students are not adversely affected by device repairs.

Insurance:

- Insurance excess fees will need to be paid in full.
- Where the damage is deemed to have been caused by deliberate neglect or wilful damage, additional charges up to and including the full cost of repairs may be charged.
- In the event that a claim is rejected then the full cost of repair or replacement will be charged to the parent/guardian.

Information and Communications Technology (ICT) Parent & Student Agreement



Privacy Information and Regulations:

- Sacred Heart restricts access to websites or other material that may be deemed inappropriate. For the safety of Sacred Heart community, attempts to circumvent the security of Sacred Heart network are **strictly forbidden**. Any incidents will be dealt with by Sacred Heart's Student Wellbeing Coordinators and may also include restrictions to any or all technology from the student at the discretion of Sacred Heart.
- Sacred Heart takes all reasonable steps to protect the privacy of your child's digital profile. This includes any images or personal information. A copy of Sacred Heart's Privacy Policy is available on our website.
- Students **must not** access, post, submit, publish or display harmful matter or material that is threatening, obscene, disruptive, sexually explicit, or that which could be construed as harassment or disparagement of others based on their race, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
- Students should never post, submit or publish personal details about themselves or any other School community member on any public websites.
- Students must not use their School email address to set up any social media accounts.
- It is expected that students do not post any content online that may be defamatory or harassing to any other person or group, or that may reflect negatively on themselves or Sacred Heart.
- The use of Sacred Heart logo, any pictures, videos or other digital content containing fellow students or School staff is not permitted. Any content uploaded or posted to any website by students or School staff via social networking, text message, email or other forms of digital communication will not be tolerated.
- Any management policies applied to a device by Sacred Heart are not to be altered.

How to seek help and report concerns, including cybersafety and online grooming

- Speak to a responsible adult, for example: parent, carer, guardian, teacher
- Report to the e-Safety Commissioner <https://www.esafety.gov.au/kids>
- Report to the Police 000

Information and Communications Technology (ICT) Parent & Student Agreement



Information and Communications Technology (ICT) Agreement Parents/Carer please sign to acknowledge acceptance.

1. I have read and discussed the Sacred Heart School ICT Agreement (pages 1 to 3) and the ICT User Agreement (page 5) with my child and in partnership with Sacred Heart I will support and encourage my child to be a safe, ethical and responsible user of digital technology.
2. As the parent/guardian, I agree to take responsibility for my child's use of technology and related behaviour.
3. I give my child permission to have access to ICT resources, including the Internet through the network at Sacred Heart.
4. Whilst Sacred Heart has digital content filtering in place, I understand that Sacred Heart cannot guarantee the accuracy or appropriateness of information or material that my child may encounter while using digital technologies.
5. I shall not hold Sacred Heart responsible for any digital content acquired by my child.
6. I shall not hold Sacred Heart responsible for any costs incurred by my child as a result of a breach of the user agreement and misuse or negligence of the device.
7. I understand that the following is a non-exhaustive list of activities that will not be tolerated. Under Child Safe legislative requirements, Sacred Heart is required to report certain violations to law enforcement authorities, which may also result in the loss or limitation to a student's access to digital technologies.
 - Sending or displaying offensive pictures or graphics.
 - Harassing, insulting, threatening or abusing other people via technology as defined in Sacred Heart ICT Policy.
 - Violating copyright laws, including sending or displaying digital content of students or staff of Sacred Heart without permission.
 - Accessing another user's files without permission.
 - Sharing personal or school passwords.
 - Damaging physical School or personal equipment or damaging digital content or files.
 - Attempting to circumvent network security.

Parent/Guardian 1 Name:			
Parent/Guardian 1 Signature:		Date:	/ /

Parent/Guardian 2 Name:			
Parent/Guardian 2 Signature:		Date:	/ /

Information and Communications Technology (ICT) Parent & Student Agreement



Information and Communications Technology (ICT) User Agreement Student to sign to acknowledge acceptance.

During classroom activities students will have access to their own device and the opportunity to use a range of Sacred Heart's technologies. Filters are in place in accordance with MACS, however this does not replace the individual responsibility of each student at school and at home when working on school tasks.

When I use my device, the internet and Sacred Heart's technologies, I have responsibilities and rules to follow. I will:

Online Behaviour

- uphold Sacred Heart's school expectations in all my behaviour, online and offline.

Do my best. Help others succeed. Respect my school.

- talk to my teacher / trusted adult if someone posts something that makes me and/or my friends feel uncomfortable or that requests me to provide information that I know is private or inappropriate.
- speak to a teacher / trusted adult if I see anything online that is hurtful, embarrassing, upsetting or harmful to me or anyone else in any way.
- be respectful in how I communicate with others and never participate in online bullying. This includes forwarding photos, videos or any other media content and supporting others in harmful or hurtful online behaviour.
- respect myself and the way I represent myself and Sacred Heart online in words, images, video and audio in all my behaviour.
- never use the photos, videos and audios I capture as a tool for bullying.
- be the very best example I can be to all, online and offline.

Privacy

- keep myself and others at Sacred Heart safe by not giving out personal details including full names, telephone numbers, addresses, images, passwords and the school logo.
- not interfere with the work or data of another student.
- be respectful with photos, videos or audios that I capture containing fellow students or School staff and never share without permission from those involved.

Proper Use and Care

- make sure I bring my device to school fully charged.
- use my device in class for educational purposes and only when directed by my teachers.
- look after my device and keep it protected at all times especially when travelling.
- think carefully about what I read on the internet, find out if it is reliable and use it to learn.

Intellectual Property

- abide by copyright procedures when using content on websites and cite references where necessary.
- remember that the content on the web is someone's property and ask my teacher to help me use information or pictures respectfully.
- respect other people's intellectual property and submit work that is not plagiarised (e.g. copying other people's work and making it my own work).

How to seek help and report concerns, including cybersafety and online grooming

- Speak to a responsible adult, for example: parent, carer, guardian, teacher
- Report to the e-Safety Commissioner <https://www.esafety.gov.au/kids>

I acknowledge and agree to follow these rules. I understand that I may not be able to use my laptop, access the internet or use Sacred Heart's technologies if I do not act responsibly.

Student Name:		Grade:	
Signature:		Date:	