



MARY MACKILLOP CATHOLIC COLLEGE

ICT Student Acceptable Use Agreement – Years 5-9

Purpose:

Information and Communication Learning Technologies (ICT) bring great benefits to the Teaching and Learning programs for students at Mary MacKillop Catholic College. The purpose of this Agreement is to outline information about your obligations and responsibilities in using ICT at Mary MacKillop Catholic College. Information and Communication Learning Technologies (ICTs) include the use of computers, scanners, printers, school networks, internet, and emails, all portable devices (mobile phones, iPods, iPads, digital cameras) both on and off the school grounds where applicable.

Obligations and Responsibilities:

Ethical, Legal and Responsible Use of ICT Resources

I am aware that:

Laws apply to appropriate use of the internet and communications. Such laws and principles include users' obligations in relation to copyright, licencing agreements, intellectual property, illegal downloading, bullying and harassment.

I will:

- Use ICT at school for the purpose of learning.
- Use the equipment safely and responsibly.
- Not interfere with the work or data of another student.
- Use my school email account to help me learn (when available).
- Not use the school's equipment for anything which would inconvenience other users, for example, changing the setting on any device particularly iPads.
- Not modify the application or operating system provided without the permission of the Principal.
- Think carefully about what I view and listen to on the Internet and question if it is from a reliable source.
- Respect other people's work and not call it my own. This includes pictures and information I find on the Internet. If using an image obtained from the Internet / magazine (scanned etc.) the correct form of notice is: "Copyright [dates] by [author/owner]".
- Not install any other applications (including games) without the permission of the school, parents or delete any applications or any of the existing folders. The applications must be legally appropriate for the student.
- Be respectful in and use appropriate etiquette when working online and in collaboration with others.
- Not participate in online bullying and report to an adult if I am aware of this happening.
- Request, complete and return the **Acceptable Use Agreement** to the office prior to any device use.
- Uphold the nine elements of Good Digital Citizenship as discussed in my classes.
http://www.digitalcitizenship.net/Nine_Elements.html

Security and Privacy

I am aware that:

Users have a role to play in ensuring the security and privacy of information transmitted by the use of the ICT resources. Users are set up with unique usernames and passwords, which should be kept strictly confidential at all times.

I will:

- Access ICT resources only as authorised including downloading/installing software
- Save my data correctly and regularly.
- Understand Mary MacKillop Catholic College staff may check my iPad and will monitor the Internet sites I visit and check that applications are age appropriate.
- Agree not to avoid the Internet and email filtering process.
- Agree not to access inappropriate sites.
- Turn off or close the screen and immediately alert a teacher if I accidentally access any inappropriate content.
- **Report**
 - anything that I am not comfortable with to the appropriate person
 - Sites which are not suitable.
 - If someone writes something I don't like, or makes my friends or me feel uncomfortable.
 - If I feel that the welfare of other students at the school is being threatened by online activities.
- Keep myself and others safe by not providing personal details including names, address, telephone numbers, photos and images.
- Not share my username or password with others

Student's Signature _____ Year Level _____

Parents please read through this document with your child.

Parent / Caregiver's Name _____

Parent / Caregiver's Signature _____

Date ____/____/____