

St Brendan's School



STUDENT ICT RESPONSIBLE USER AGREEMENT

Instructions for parents*/caregivers/legal guardians

1. Please read this page and the Student ICT Responsible User Agreement attached carefully. If there are any points you would like to discuss with the school, let the school office know as soon as possible.
2. Discuss the cybersafety rules with your child.
3. Sign the Student ICT Responsible User Agreement Form and return to the school office.
4. Sign the Photograph User Permission Form and return to the school office.

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'
- (b) '**Cybersafety**' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come into use
- (e) '**Objectionable**' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.

INTRODUCTION

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Brendan's School and to the effective operation of the school.

St Brendan's School believes in a Digital Citizenship model for creating and maintaining a responsible, cybersafe culture which is in keeping with the values of the school, and legislative and professional obligations. An important part of this is that we are able to show others what that responsible use looks like while we are using technology in our learning.

We think a good digital citizen is someone who;

- is a confident and capable user of ICT
- will use ICT for learning as well as other activities
- will think carefully about whether the information they see online is true
- will be able to speak the language of digital technologies
- understands that they may experience problems when using technology but can deal with them
- will always use ICT to communicate with others in positive ways
- will be honest and fair in all of their actions using ICT
- will always respect people's privacy and freedom of speech online
- will help other to become a better digital citizen

Because of this importance, we ask the staff and students agree to use the internet and other technologies in a safe and responsible way by following the rules laid out in their ICT Responsible User Agreements. These Agreements include information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

All students will be issued with a Student ICT Responsible User Agreement and once signed consent has been returned to school, students will be able to use ICT equipment/devices at school.

The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

The school may monitor traffic and material sent and received using the school's ICT network and use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.



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As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules:

1. To use ICT equipment at school, the school's or my own, I must have signed this form and my parent/s must have signed my Student ICT Responsible User Agreement Form (see page attached) and returned them to school.
2. I must have permission from school before I bring any ICT equipment/devices from home. This includes things like mobile phones, iPods, games and cameras. The school cybersafety rules apply to any ICT devices that are brought to school.
14. I will be careful and will look after all ICT equipment at school by:
 - Not being silly and playing around with it, and keeping it locked away when it is not be used.
 - Following our school cyber-safety rules, and not joining in if other students choose to be irresponsible with ICT.
 - Telling a teacher about anything wrong or damaged.
3. I use the computers and other ICT equipment at school for learning. If there is something I am unsure about, I will ask my teacher.
4. I understand that ICT can be used to communicate with others using the Internet, email, mobile phones or any other ICT equipment. To keep myself and others safe when communicating:
 - I will be positive and polite and not use this form of communication to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
 - If I find anything mean or rude, that I know is not acceptable at our school, on any ICT device, I will tell my teacher immediately and not pass this material on by copying, printing or e-mailing it.
 - I will only go on the internet when a teacher gives permission and is present.
5. To protect the ICT network and equipment from unacceptable material (anything that is rude, or violent or has bad language like swearing) and from malware like viruses, I understand that I must not:
 - Search for things online that I know are not acceptable at our school.
 - download or copy any files such as music, videos, games, photos, images, text or programmes without the permission of a teacher. This will also ensure I am not breaking any copyright laws.
 - connect any device (such as a USB drive, camera or phone) to school ICT devices or run any software, without a teacher's permission. This includes all wireless technologies.
 - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
6. I understand that some information about myself and others is private. To maintain my own and others' privacy:
 - All ICT equipment I bring to school will have a password and I will not tell anyone my password for using this equipment or for using the internet.
 - I will ask my teacher's permission before I put any personal information online. I will also get permission from any other person involved. **Personal information includes:**

Name
Address
Email addresses & Phone numbers
Photos.

15. I understand that if I break these rules, the school may need to inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. This will be consistent with the school's Behaviour Management System.

My name: _____ **Date:** _____



STUDENT ICT RESPONSIBLE USER AGREEMENT FORM

To the parent/caregiver/legal guardian,

Please **read this page carefully**, to check that you understand your responsibilities under this agreement and sign below. Please return the school office or your child's classroom teacher.

I understand that St Brendan's School will:

- Do its best to enhance learning through the safe use of ICT. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or school ICT equipment/devices at school, or at school related activities.
- Work progressively with children and their families to encourage and develop an understanding of the importance of cybersafety through education, designed to complement and support the use agreement initiative. This includes providing children with strategies to keep themselves safe in cyberspace.
- Keep a copy of this signed Student ICT Responsible User Agreement on file.
- Respond to any breaches in an appropriate manner, consistent with the School's Behaviour Management Programme.
- Welcome enquiries from parents or students about cybersafety issues.

My responsibilities include:

- I will read this Student ICT Responsible User Agreement document.
- I will discuss the information with my child and explain why it is important.
- I will return the signed Student ICT Responsible User Agreement to the school.
- I will encourage my child to be a responsible Digital Citizen and help them to develop cybersafety skills rules, and will always ask the teacher if my child or I are unsure about any use of ICT.
- I will contact the principal or the leader of the Modern Learning Environment team to discuss any questions I might have about cybersafety and/or this use agreement and I am welcome to do this at any time.

Please detach and return this section to school.

I have read this Student ICT Responsible User Agreement and I am aware of the school's initiatives to encourage responsible digital citizenship and to maintain a cybersafe learning environment, including my child's responsibilities.

Name of student:

Name of parent/caregiver/legal guardian:

Parent's signature: **Date:**

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing._____

St Brendan's School



STUDENT PHOTOGRAPH USER PERMISSION FORM

Incorporating information communication technology (ICT) into our classroom programme (e.g. use of digital cameras) and the celebration of sporting/cultural/learning achievements, means that some information is placed on our School Website or Blogs and therefore becomes part of the public domain. Generally this includes pupil work, unnamed photos or photos with first names only, and full names in newsletters.

You are welcome to contact the school to discuss this Privacy Agreement if you wish.

In the interest of safety and security, St Brendan's School requires parent permission for the publishing of students' names or photographs on our website, and in our newsletters.

We believe it is important to celebrate children's achievement, but are aware of the potential risks when such personal information or material is published on a global information system such as the Internet.

We will share, if given permission, no more than a student's first name and initial if necessary, e.g. (Ange K.) with photograph or full name (no photo) via the newsletter, or the wider online community via the school website.

If you are happy for your child's name, photograph, or work to appear in school ICT pages e.g. school blogs and in the newsletter, please tick the appropriate box below and return to the school office.

I **give** permission for my child's first name, photograph or work to appear in the school newsletter or on the school website/learning blog.

I **do not give** permission for my child's first name, photograph or work to appear in the school newsletter or on the school website/learning blog.

Child's Name..... **Child's Class/Room**.....

My Name:.....

Parent/Legal Guardian/Caregiver

Signature.....**Date**.....