

Part D: Student and parent/carer commitment

This Responsible use of ICT agreement applies when I am using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricula activities.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the Diocese of Toowoomba Catholic Schools Acceptable Use of ICT systems and resources policy and Behaviour Management policy if I do not behave appropriately.

Date: _____

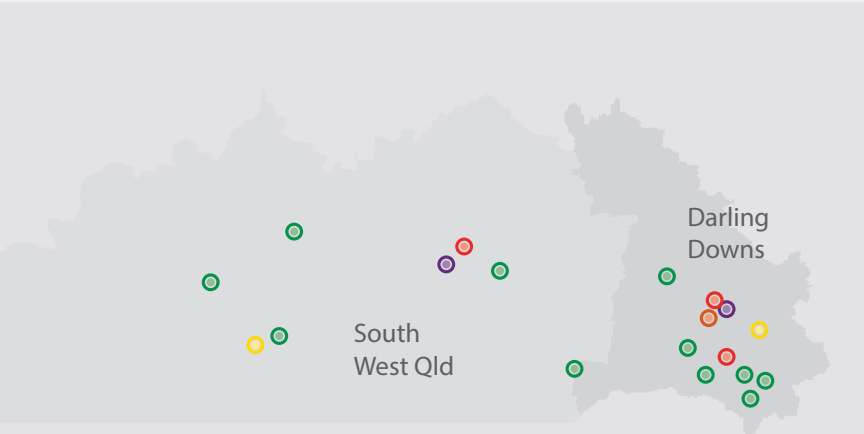
Student name: _____

Student signature: _____

Parent/carer signature: _____

Name of parent/carer: _____

For further support visit the eSafety Commissioner website @ <https://www.esafety.gov.au/>



Responsible use of ICT agreement

UPPER PRIMARY AND SECONDARY STUDENTS





Diocese of Toowoomba Catholic Schools

Responsible use of ICT agreement

UPPER PRIMARY AND SECONDARY STUDENTS

Cybersafety is an important issue for all students. By the time students reach upper primary school most will already be regular and active users of digital technologies including social media tools. It is important to keep them safe whilst they use digital technologies and our school takes this very seriously.

Part A: School statement

We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/carers. We request that parents/carers work with us and encourage this behaviour at home.

At we:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- have a Behaviour Management policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise students when using digital technologies for educational purposes.
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.

- respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- know that some online activities are illegal and as such we are required to report this to the police.
- provide parents/carers with a copy of this agreement.
- support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

Part B: Student declaration

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying eg forwarding messages that include harmful, inappropriate or hurtful comments
- protecting my privacy; not giving out personal details, including my full name, birth date, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher if I personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am



- investigating the terms and conditions eg age restrictions, parental consent requirements; if my understanding is unclear I will seek further explanation from a trusted adult
- confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details
- handling ICT devices with care and notifying a teacher if it is damaged or requires attention
- abiding by copyright and intellectual property regulations; if necessary, I will request permission to use images, text, audio and video and cite references
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student
- not bringing to school or downloading unauthorised programs, including games.

In additions, when I use my personal ICT equipment including my mobile phone, tablet or PC, I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never verbally or in writing participating in bullying eg harassing phone calls/text messages, supporting others in harmful, inappropriate or hurtful online behaviours by forwarding messages
- keeping the device on silent during class times; only making or answering calls or messages outside of lesson times (except for approved learning purposes)
- respecting the privacy of others; only taking photos or recording sound or video at school when I have formal consent or it is part of an approved lesson
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Part C: Conditions of use for school-owned and parent funded devices

Equipment

Ownership

- If taken home, the student must bring portable devices fully-charged to school every day.
- Parents/carers and students should be aware that files stored on the device, or on the school's server, are not private.
- If the student leaves the school or moves to another government or non-government school, interstate or overseas, the device must be returned to the school.

Damage or loss of equipment

- All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school.
- In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school.
- In the case of loss or accidental damage, a statement should be signed by a parent/carers and provided to the school.

- Students may be required to replace lost or damaged chargers.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device for home use.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Standards for device

The student is responsible for:

- Adhering to the Diocese of Toowoomba Catholic Schools Acceptable use of ICT systems and resources policy and this agreement when using the device, both at home and school.
- Backing up data securely.
- Maintaining settings for virus protection, spam and filtering as required.

Part D: Student commitment

Definition of digital technologies

This Responsible use of ICT agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using Diocese of Toowoomba Catholic Schools owned networks or systems, including (although are not limited to):

- school owned and parent/carers funded ICT devices (eg PCs, laptops, tablets, printers, scanners)
- mobile phones
- email and instant messaging
- internet and intranet
- social networking sites
- video and photo sharing websites
- blogs
- micro-blogs
- forums, discussion boards and groups
- wikis
- vodcasts and podcasts
- video conferences and web conferences.