



ICT Responsible Use Information: Year 3 - 8

Dear parents and caregivers

Below is a list of rules we will be talking to your children about in order to keep them as internet safe as possible and an explanation behind it.

I can use the school computers and other school ICT equipment for school work, only with my teacher's permission.

It will help reduce the likelihood of any inappropriate activities taking place, which puts the safety of the learning environment at risk.

If I am unsure whether I can do something involving ICT, I will ask a teacher first.

This helps children to take responsibility for their own actions, and seek advice when they are unsure what to do.

I can only go online or use the internet when a teacher gives permission and an adult is present.

There must be an educational purpose for children being online or accessing the internet. Having an adult present will help ensure children's safety.

I understand that I must not at any time use the internet, mobile phones or any ICT equipment to be mean, rude, or bully or harass or in any way harm anyone else, or the school itself, even if it is meant as a 'joke'.

Unfortunately, along with many benefits, technology has also provided new ways to carry out anti-social activities. Bullying and harassment by text message, for example is becoming a major problem in New Zealand and in many other countries. Often children become involved in these acts through peer pressure, without thinking of the consequences.

While at school I will not:

- **Attempt to search for things online that I know are not acceptable at our school. This could include anything that is rude or violent or uses inappropriate language such as swearing.**
- **Make any attempt to get around, bypass, security monitoring and filtering that are in place at our school.**
- **If I find anything that upsets me, is mean or rude or things that I know are unacceptable at our school, I will not show others and will turn off the screen and get a teacher straight away.**
- **I understand that I must not copy or download any files without the permission of a teacher.**



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I will not put contact details online.

This reduces the risk of children being contacted online by someone who wishes to upset or harm them, or use their identity for purposes, which might compromise children's privacy or security online.

I will be careful and look after all our school ICT equipment by not being silly and playing with it, following our school internet rules and telling a teacher about anything wrong or damaged.

I understand that if I break these rules there will be consequences.

Depending on the breach of rules, the school may require a parent discussion. Loss of ICT privileges for a period of time may also be considered. My family may also be charged for repair costs.

The purpose of using ICT in the classroom is to extend and enhance the learning opportunities available to students. This agreement is about establishing expectations, being aware of responsibilities and helping students to keep themselves safe online.



ICT Responsible Use Agreement: Year 3 – 8

Parents/caregivers: please read this contract with your child, sign it and return it to school.

1. I understand that everything I do online can have long-term consequences. I will be careful about the sites I visit and what I post online. If I am unsure, I will ask a trusted adult about things that concern me.
2. I will not give my password to my friends or classmates. I understand that my caregivers and school staff will have access to my account.
3. I understand that email or messaging is not an appropriate method of communication between my classmates at school, unless specified as a learning task by my teacher.
4. I will not access another students accounts. If the person who used the device before forgot to sign out, I will sign out immediately.
5. I will always sign out of my accounts when I have finished a session.
6. I will carry computers, iPad, Chromebooks and tablets with two hands and always work on a desk or similar surface. I will never work on the floor with a device.
7. I will treat school devices with respect and always handle them carefully.
8. I will always be at the right place at the right time, when online. This means that when I am asked to work on a particular website as part of the classroom program, that is the only site I will be on.
9. I understand that devices are only used for learning and never for entertainment at school. I will not visit YouTube or other sites without being asked to by a teacher.

I, (student name) _____, have read, understood and agree to abide by the Collingwood Area School Responsible Use Agreement.

Student Signature _____ Date _____

Caregiver Signature _____ Date _____

Teacher Signature _____ Date _____