



## ICT Responsible Use Information: Year 0 – 2

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 schoolwork, only with teacher 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 am allowed to 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 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.*

**I will not put my 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.*

**If I find anything online that upsets me, is mean or rude, or contains 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 will be careful, 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.**



## ICT Responsible Use Information: Year 0 – 2 cont.

I understand that if I break these rules there will be 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.
- Copy or download any files without the permission of a teacher.

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.

### ICT Responsible Use Agreement: Year 0-2

Internet Access

1. My child will only be able to use the internet when a teacher/adult is present in the classroom.
2. My child must ask the teacher before using the internet.
3. I will carry computers, iPads, 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.

In Year 3 your child will be asked to sign the Collingwood Area School Year 3 – 8 Agreement

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Childs Name:

Year:

Parent/Caregiver Signature..... Date.....

Teacher Signature..... Date.....