



## St Thomas More's Primary School

*At Saint Thomas More's we provide  
quality education in a Christ centred community,  
promote a love of learning and nurture  
the potential of all.*



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### Information and Communication Technologies Student/Parent Acceptable Use Agreement

Please read and discuss this agreement so that you are aware of how it applies to your family. Access to St Thomas More's Information and Communication Technologies assumes agreement with the following agreed practices:

#### Student Agreement

Using Information and Communication Technologies at school is a privilege. I have conditions to follow which are for my safety and that of others.

#### I will:

- a. Treat the school's ICT equipment with care and use it responsibly for educational purposes
- b. Use my device, computers and the internet as instructed by my teachers
- c. Turn the monitor off and tell my teacher or another adult immediately, should I find inappropriate material
- d. Publish work and send emails using language which I know is acceptable in my school
- e. Tell the teacher or another adult if I receive a message which makes me feel uncomfortable
- f. Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails
- g. Be aware that it may not be possible to delete items stored on social media sites

#### I will not:

- a. Share any personal information which could be used to identify me, my family members or friends. This includes my surname, address, phone number, photos of me, family members or any other person
- b. Pretend to be another person when communicating on the intranet
- c. Break copyright by copying or using another person's work
- d. Write or send messages that would make another person feel uncomfortable
- e. Share information with/about inappropriate material to other students or adults
- f. Waste materials through excessive printing or downloading
- g. Misuse the intranet or encourage others to do so
- h. Download or install any software or store files on my school's computer facilities without the permission of a teacher
- i. Use the school's network for commercial purposes
- j. Access a social media site on any device at school without the permission of a teacher
- k. Communicate with school staff members or invite school staff members to join my personal networks, if I am using social media sites in my personal time
- l. Post any images, videos or comments about any member of my school community that might indicate I am speaking on behalf of the school or that

- might give my school a bad name or offend any member of the school community
- m. Upload any images of any member of the school community without their permission
  - n. Upload any images of myself or other students in uniform or identified with the school in any way, without the permission of the Principal

Student's signature: \_\_\_\_\_

Name printed: \_\_\_\_\_

Date: \_\_\_\_\_

### **Breaking the Student Agreement**

If a student breaks this agreement a number of steps can be taken:

1. Parents notified
2. Withdrawal of individual log-on to the intranet/internet for a period of time as deemed appropriate by the teacher or member of the Leadership Team
3. Withdrawal of ICT rights
4. Guidance from the ICT teacher or member of the Leadership Team as to how to avoid future breaches and problems
5. Implementation of the St Thomas More school Behaviour Management Policy

### **Parent Agreement**

I give permission for my child \_\_\_\_\_ (name) in \_\_\_\_\_ (class) to use the internet and other ICT facilities at St Thomas More's Primary School.

- a. I have read the accompanying **Information and Communication Technologies Student/Parent Acceptable Use Agreement**
- b. I agree to my child using ICT for education purposes in the manner outlined in the agreement
- c. I agree to my child transmitting work electronically to teachers and having the work published where the school considers that to be appropriate
- d. I have talked to my child about safety, privacy and copyright concerns when using computers at school and at home
- e. I consent to my child's use of the school's student email system and other Google Apps on the understanding that the system is provided through Google Apps for Education and that consequently student's emails and email account details maybe transferred, stored and processed in the United States or any other country utilised by google to provide Google Apps services. Information about the security and privacy features of Google Apps for Education can be found at <https://www.google.com/enterprise.apps.education/benefits.html>

Parent/Carer's signature: \_\_\_\_\_

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

**Please return this form to school by Friday, June 26<sup>th</sup>, 2015**