ICLT Resources and Internet Acceptable Use Agreement

Star of the Sea Catholic Primary School has a wireless, networked computer system with access to the Internet and online communication, being email and social media. This system allows students and staff access to common resources from any Interactive Whiteboard, wireless laptop or Apple device, within the school.

These resources include word-processing, publishing, database, graphics and spreadsheet programs, reference materials, learning objects and Apps and filming software. It also gives them the benefit of keeping their own work stored with the BCE Cloud for ease of access.

Using the Internet and email allows students and staff to access information, be involved in online projects and communicate with their own and other school communities.

We provide this service primarily for the educational benefit of students and the professional development of staff. Brisbane Catholic Education has implemented software to provide barriers, which minimise the risk of accessing inappropriate material from the Internet.

Despite the use of these filters, staff and parents must understand that unsuitable sites may accidentally be accessed. If this occurs, children are instructed to follow the steps outlined in the Acceptable Use Agreement.

At Star of the Sea Catholic Primary School, access to the ICLT resources, the school's ICLT network and the Internet is considered a right and not a privilege, therefore there are responsibilities for all involved.

Responsibilities: Staff

All reasonable measures are taken by the staff at Star of the Sea School to ensure that students use the ICLT network and resources correctly.

They will:
- ✓ instruct students in the appropriate use of equipment and acceptable online etiquette including respecting the privacy of other students' work, email procedures (when available for specific tasks), and the need to keep their personal information private.
- ✓ provide careful supervision of students using the resources.
- ✓ provide planned activities that minimise the potential for inappropriate use of resources and the network and maximise the benefits of resources and the Internet to enrich and enhance classroom programs.
- ✓ pre-select the sites they want students to use and provide links to these directly.
- ✓ ensure the students know how to search safely and effectively and how to exit from an inappropriate site immediately.
- ✓ encourage the students to alert them immediately if a link on a pre-selected page takes them to an inappropriate site so that they can remove the link and contact the site owners to express their concerns.
- ✓ help the students learn to evaluate sites using a variety of criteria.
- ✓ adhere to the concept of intellectual property and moral rights and ensure
- ✓ students know what is meant by copyright and how to cite works appropriately.
- ✓ educate students and parents on the use and expectations of Star of the Sea's Learning Management System (Moodle).

ICLT Resources and Internet Acceptable Use Agreement

Responsibilities: Students

As a user of the ICLT resources, the BCE network and the Internet at Star of the Sea School, students must accept the responsibilities that come with having access to these facilities.

Please read and discuss the Student Acceptable Use Agreement with your child, sign together and return to school.

Prep and Year One

General Use; I will:
- ✓ take care of my school's ICLT equipment.
- ✓ share the ICLT equipment with my classmates and help them to use them the right way.
- ✓ ask my teacher if I can use the ICLT equipment.

Internet/ Network Use; I will:
- ✓ close my laptop or turn off the iPad or iPod and tell my teacher straight away if I see or hear something rude or naughty.

Student Acceptable Use Agreement

As a responsible user of the ICLT resources and Internet at Star of the Sea Catholic Primary School, I will follow the above rules.

I understand that if I have broken these rules, appropriate action will be taken.

For a first offence I will lose access to the ICLT resources, the BCE Network and Internet for no less than a week and my parents will be informed. I will need to renegotiate how I use the ICLT resources at school.

For repeat offences I will lose access for no less than a term and my parents will be informed. I will need to renegotiate how I use the computers at school.

Student's Name: _____

Student's Signature: _____

Class: _____

Date: _____/_____/_____

Parent/Guardian Acceptable Use Agreement

I declare that my child and I have read, discussed and understood this Acceptable Use Agreement and hereby give permission for him/her to use the Star of the Sea Primary School's ICLT resources, BCE network and Internet. I accept the terms of this agreement.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____/_____/_____

ICLT Resources and Internet Acceptable Use Agreement
Responsibilities: Students

As a user of the ICLT resources, the BCE network and the Internet at Star of the Sea School, students must accept the responsibilities that come with having access to these facilities. Please read and discuss the Student Acceptable Use Agreement with your child, sign together and return to school.

Year Two and Three

General Use; I will:
- ✓ take care of my school's ICLT equipment.
- ✓ co-operate with my classmates when using ICLT equipment.
- ✓ turn on and shut down the computer or iPad the right way.
- ✓ tell my teacher if there are any problems that need to be fixed.

Internet/ Network Use; I will:
- ✓ ask my teacher's permission before I use the Internet.
- ✓ close my laptop or turn off the iPad or iPod and tell my teacher straight away if I see something rude or something that makes me feel uncomfortable.
- ✓ be polite and sensible in my messages when I am communicating with others and not use the Internet or email to annoy or offend anyone.

Student Acceptable Use Agreement

As a responsible user of the ICLT resources, the BCE network and Internet at Star of the Sea Catholic Primary School, I will follow the above rules.

I understand that if I have broken these rules, appropriate action will be taken.

For a first offence I will lose access to the ICLT resources, the BCE Network and Internet for no less than a week and my parents will be informed. I will need to renegotiate how I use the ICLT resources at school.

For repeat offences I will lose access for no less than a term and my parents will be informed. I will need to renegotiate how I use the computers at school.

Student's Name: _____

Student's Signature: _____

Class: _____

Date: _____/_____/_____

Parent/Guardian Acceptable Use Agreement

I declare that my child and I have read, discussed and understood this Acceptable Use Agreement and hereby give permission for him/her to use the Star of the Sea Primary School's ICLT resources, BCE network and Internet. I accept the terms of this agreement.

Parent/Guardian's Name: _____

Parent/Guardian's Signature: _____

Date: _____/_____/_____

Responsibilities: Students

As a user of the ICLT resources, the BCE network and the Internet at Star of the Sea School, students must accept the responsibilities that come with having access to these facilities. Please read and discuss the Student Acceptable Use Agreement with your child, sign together and return to school.

==Year Four - Year Six==

General Use; I will:
- ✓ take care of the school's ICLT equipment.
- ✓ use my time on the ICLT equipment effectively to complete activities related to my school work.
- ✓ co-operate with classmates when using ICLT equipment and assist other students to do the right thing.
- ✓ only use school software on school ICLT equipment
- ✓ turn on and shut down the computers and Apple devices correctly.
- ✓ log off the computer, network or device when I have finished my work, ready for the next user.
- ✓ check with my teacher before using a personal storage devices (e.g.USB stick) on a school computer as viruses can spread between computers.
- ✓ ask my teacher's permission before printing any documents and print only the information I need.
- ✓ refrain from changing the settings on computers.
- ✓ report any problems to my teacher and not attempt to fix them myself.
- ✓ not take photos of others or myself for any reason, other than to be used for a school based task.

Internet/Email Use I will:
- ✓ access the Internet only if I am supervised.
- ✓ access only those websites that are relevant to the information I need.
- ✓ access only those websites pre-selected or suggested by teachers.
- ✓ close the laptop, or turn off the device and tell my teacher immediately, if I see or hear anything on a website that is inappropriate, dangerous or makes me feel uncomfortable.
- ✓ get permission before copying other people's work from the Internet and calling it my own. I will acknowledge any sources I use for learning, including pictures and information.
- ✓ be aware at all times that the school will check our school's computers, iPads or iPods files and history daily and monitor the Internet sites I visit.
- ✓ be polite and sensible in my messages when I am communicating with others and not use the Internet or email to annoy or offend anyone.
- ✓ refrain from giving out any personal information about myself e.g. name, home address, email address, phone number, parents' names, passwords, etc.
- ✓ tell the teacher immediately if I receive any messages that I do not like.

Student Acceptable Use Agreement

As a responsible user of the ICLT resources, BCE network and Internet at Star of the Sea Catholic Primary School, I will follow the above rules.

I understand that if I have broken these rules, appropriate action will be taken.

For a first offence I will lose access to the ICLT resources, BCE network and Internet for no less than a week and my parents will be informed. I will need to renegotiate how I use the ICLT resources at school.

For repeat offences I will lose access for no less than a term and my parents will be informed. I will need to renegotiate how I use the computers at school.

Student's Name: _____

Student's Signature: _____

Class: _____   Date: _____/_____/_____

Parent/Guardian Acceptable Use Agreement

I declare that my child and I have read, discussed and understood this Acceptable Use Agreement and hereby give permission for him/her to use the Star of the Sea Primary School's ICLT resources, BCE network and Internet. I accept the terms of this agreement.

Parent/Guardian's Name: _____Parent/Guardian's Signature: _____

Date: _____/_____/____