



February 2019

ICT Responsible Use Agreement

Dear Parents and Students,

The integrated information technology program at Ss Peter and Paul's develops in our students the digital literacy skills they need to contribute to a connected world. We use technology to:

- **Facilitate** creativity and innovation
- **Develop** information fluency
- **Support** communication and collaboration
- **Extend** research and information fluency
- **Model and practise** safe, legal and responsible cyber behaviours

We seek to develop in our students a sound understanding of technology operations and concepts. We believe technology can be transformative and we encourage students to use technology to do what they could not otherwise do. We create the suggest online environment possible. Filtering software keeps unwanted sites from our computers and adults supervise our students computer activities at school. Children are taught how to respond to unwanted material that may elude the filters.

Our Hardware and Software

Our students can access the Internet via both wired and wireless connections that cover the entire school site. We are a PC and Mac school with more than 150 computers, chromebooks and iPads distributed throughout our learning areas. Digital projectors and interactive whiteboards facilitate group viewing and discussions.

Benefits of connecting with others

We utilise the benefits of Web 2.0 technologies that allow us to interact with our families, other schools, outside experts and the global community via a variety of tools, e.g. blogs, school app etc. The benefits include introducing students to the following concepts through authentic learning opportunities:

- Connected learning
- Increased opportunity for collaboration
- Creating a positive digital footprint
- Effective digital citizenship including netiquette
- Transparency and accountability
- Authentic feedback from a variety of sources
- Writing and creative opportunities

Our use of ICT is supported by other school policies, including student wellbeing and cybersafety policies

Behaviours of a Positive Digital Citizen

At Ss Peter and Paul's we use information and technology in safe legal, and responsible ways. We embrace the following conditions or facets of being a digital citizen.

- **Respect Yourself.** I will select online names and display photos that are appropriate, I will consider the information and images that I post online
- **Protect Yourself.** I will not publish my personal details, contact details or a schedule of my activities.
- **Respect Others.** I will not use technologies to bully or tease other people. I will not access or alter another person's online material.



- **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications.
- **Respect Intellectual Property.** I will suitably cite any and all of use of websites, books, images, media etc.
- **Protect Intellectual Property.** I will request to use the software and media others produce.

Ss Peter and Paul's students understand that if they breach these conditions, the consequences could include suspension of computer privileges and/or disciplinary action and parents will be notified.

Personal Mobile Devices

During regular school hours, personal mobile devices must remain in students' school bags and switched off. If this rule is breached, the device will be confiscated and parents contacted.

Students agree to:

- Use the technology at school for learning, use the equipment carefully and safely and not interfere with the work or data of another student
- Not bring or download unauthorised programs, including games, to the school or run them on school computers
- Remember that the content on the web is someone's property and ask their teacher to help them get permission if they want to use information or pictures and give credit to the owner of the material
- Be respectful in how they talk to and work with others online and never write or participate in online bullying
- Think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help them answer any questions
- Keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting their passwords
- Not use technology during indoor lunchtimes
- Keep personal mobile devices switched off and in their school bags during regular school hours
- Talk to their teacher or another adult if:
 - They need help online
 - They are not sure what they should be doing on the Internet
 - They come across sites which are not suitable for our school
 - Someone writes something they don't like, or makes them and their friends feel uncomfortable or ask them to provide information that they know is private
 - They feel that the welfare of other students at the school is being threatened by online activities

At Ss Peter and Paul's we see that Internet and Digital Education and safety is a joint responsibility between home and school.

Kind regards,

Trish Vandekolk
Principal

Caitlin Burgess
Digital Technologies Teacher