User Agreement for Students

Overview

This document is comprised of this cover page and three sections:

Section A: Introduction

Section B: Acceptable User Agreement

Section C: Standard Procedure for Student Misuse of ICT's

Section D: St Mary's Primary School Lancefield and Romsey User Agreement form

Instructions for Parents/Caregivers/Legal Guardians

1. Students and parents*/caregivers/legal guardians, please read and discuss all sections carefully.

2. Parents sign the User Agreement Form via Caremonkey.

3. Student signs the User Agreement Form via Caremonkey.

* The term 'parent' used throughout this document also refers to legal guardians and caregivers.

Important terms used in this document:

(a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*

(b) *'Cyber safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones and Internet enabled devices*

(c) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*

(d) *The term 'ICT equipment/devices' used in this document, includes but is not limited to, computers (such as desktops, laptops, tablets), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, internet cloud services), cameras (such as video, digital, webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar technologies as they come into use.*

(e) *'Objectionable' in this agreement means material that deals with matters such as sex, cruelty, or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment. This is intended to be inclusive of the definition used in the Films, Videos and Publications Classification Act 1993.*

Additional information can be found at https://www.esafety.gov.au/

SECTION A
INTRODUCTION

The measures to ensure the cyber safety of St Mary's Primary School Lancefield and Romsey (St Mary's) outlined in this document are based on our core values.

The School's computer network, Internet access facilities, computers and other school ICT equipment/devices bring great benefits to the teaching and learning programmes at St Mary's and to the effective operation of the School.

The School has rigorous cyber safety practices in place, which include User Agreements for all School staff and students.

The overall goal of the School in this matter is to create and maintain a culture which is in keeping with the values of the School, and legislative and professional obligations. This User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

All families will be issued with a User Agreement and once signed, via Caremonkey, students will be able to use the School ICT equipment/devices.

The School's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the School, and used on or off the school site.

The School may monitor traffic and material sent and received using the school's ICT network. The School may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The School may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

SECTION B
Acceptable User Agreement
Prep to Year 6

Act Responsibly

Use technology responsibly. Communicate respectfully by thinking and checking what I write or post is polite and respectful. Use technology for educational purposes.

This means:
- never sending mean or hurtful messages or emails.
- never sending or using photos of my friends or family without asking them.
- not bringing any ICT equipment/devices to school without prior approval from my teacher.
- not downloading programs, apps, extensions, music or games without my teachers permission.
- being responsible and sensible when using school ICT equipment and report any damage to equipment to my teacher.
- using technology only for my learning and with my teacher's permission, including collaborative and chat tools.
- not searching the internet for things online that I know are not acceptable at our school.
- not trying to get around, or bypass, security, monitoring or filtering that is in place at the school.
- if I log into my school account at home, the same acceptable use policies apply.

Act Safely
Protect personal information (name, address, date of birth).

This means:
- always asking an adult before putting my personal information online.
- never putting my friends or familie's information online.
- protecting my password and not sharing it with others.
- I will not share my school email account with people outside of the school, nor use my school email with or sign up to organisations outside of school.

Show Respect
Look after myself and others by thinking about what I access, share and send online

This means:
- speaking to a teacher or parent if I see something that makes me feel upset or uncomfortable or if I need help.
- speaking to a teacher or parent if someone is mean to me online.
- speaking to a teacher or parent if I know someone else is upset or scared.

Using G Suite For Education

At St Mary's we use a variety of online tools and learning environments for learning and teaching. The use of online tools carries with it the same responsibilities for all other computer and internet use. One of the tools is G Suite For Education. This is a cloud based platform, hosted by Google, allowing students and teachers to create and share their work using a range of web based tools. These can be accessed at home or at school on any device.

All students G Suite accounts will be administered and maintained by St Mary's, and will be monitored.

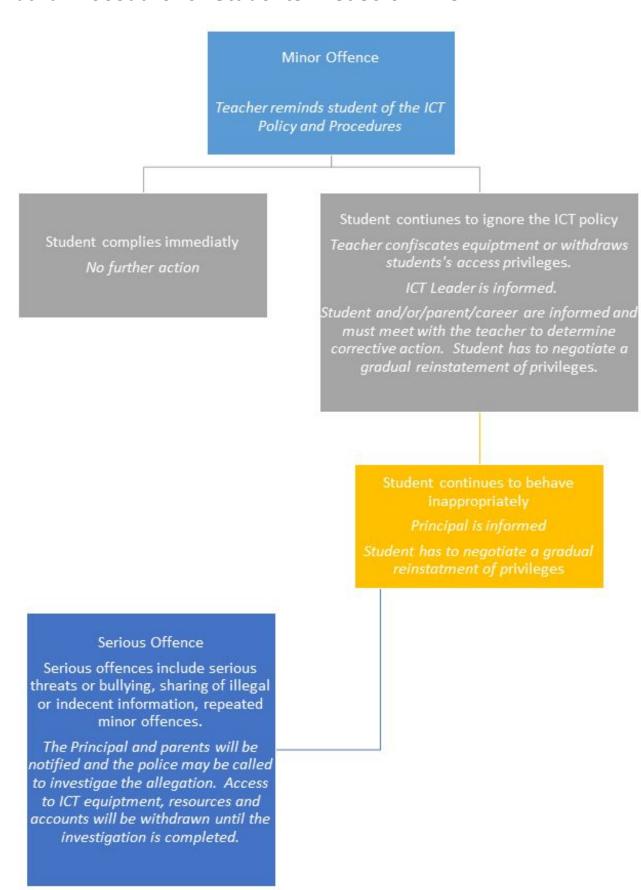Some G Suit For Education tools include:
- **Gmail**: an email account within the St Mary's domain
- **Google Classroom**: an application (App) that enables teachers and students to share activities/work
- **Google Docs**: word processing, spreadsheets, presentation and drawing applications that allow multi-user access, editing and collaborating
- **Google Drive**: cloud storage for files created by users
- **Google Meet:** online web meeting/conferencing tool
- **Google Apps**: that have been approved for use and administered by teachers at St Mary's

As a cloud service, data created using G Suite For Education can be stored off site and overseas. This means that when a child creates a document, sends an email etc. all of this information is saved in the cloud. The data is secure and can still only be accessed by the account holder or the School's G Suite Administrator. It is a requirement by Australian law that you are aware of this and allow this. When a child leaves St Mary's, their account and access to G Suite will be suspended, then files and emails deleted.

We require explicit parental permission for students to use G Suite For Education at St Mary's.

There is a specific acceptance part for this in Section D.

SECTION C
Standard Procedure for Students Misuse of ICTs.

Minor Offence

Teacher reminds student of the ICT Policy and Procedures

Student complies immediatly
No further action

Student continues to ignore the ICT policy
Teacher confiscates equiptment or withdraws students's access privileges.
ICT Leader is informed.
Student and/or/parent/career are informed and must meet with the teacher to determine corrective action. Student has to negotiate a gradual reinstatement of privileges.

Student continues to behave inappropriately
Principal is informed
Student has to negotiate a gradual reinstatment of privileges

Serious Offence
Serious offences include serious threats or bullying, sharing of illegal or indecent information, repeated minor offences.
The Principal and parents will be notified and the police may be called to investigae the allegation. Access to ICT equiptment, resources and accounts will be withdrawn until the investigation is completed.

SECTION D
St Mary's Primary School Acceptable User Agreement

To the student and parent/legal guardian/caregiver, please:
1. Read this page carefully to check that you understand your responsibilities under this Agreement.
2. Accept all of the statements at the end of this section of the Acceptable User Agreement via Caremonkey.
3. Students will need to agree to the Acceptable User Agreement via Caremonkey.

We understand that St Mary's Primary School will:
- do its best to keep the School cyber safe, by maintaining an effective cyber safety programme. This includes working to restrict access to inappropriate, harmful or illegal material on the Internet or school ICT equipment/devices at school or at school-related activities, and enforcing the cyber safety rules and requirements detailed in the User Agreement.
- keep a copy of this signed User Agreement form on file.
- respond appropriately to any breaches of the User Agreement.
- provide members of the School community with cyber safety education designed to complement and support the User Agreement initiative.
- welcome enquiries from students or parents about cyber safety issues.

Student:
As a Student of St Mary's Primary, my responsibilities include:
- I have read and understood this Acceptable User Agreement.
- I will follow the agreement whenever I use the school's ICT.
- I will also follow the agreement whenever I use privately-owned ICT on the school site or at any school-related activity, regardless of its location.
- I will avoid any involvement with material or activities which could put at risk my own safety, or the privacy, safety or security of the School or other members of the school community.
- I will take proper care of School ICT. I know that if I have been involved in the damage, loss or theft of ICT equipment/devices, my family may have responsibility for the cost of repairs or replacement.
- I will ask the relevant staff member if I am not sure about anything to do with this Agreement.
- I have read and understood my responsibilities and agree to abide by this Acceptable User.
- I will follow this agreement if I log onto my school G Suite account from anywhere outside of school.
- I know that if I breach this User Agreement there may be serious consequences.

Parent:
- I will read this Acceptable User Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the School's work to maintain a safe environment.
- I will ensure I have accepted this User Agreement, which acceptist on behalf of my child.
- I will encourage my child to follow the user agreement.
- I will contact the school if there is any aspect of this User Agreement I would like to discuss.
- I have read this User Agreement and am aware of the School's initiatives to maintain a safe learning environment, including my child's responsibilities.

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.

As a Parent of a student St Mary's Primary School, my responsibilities include:

I will read this Acceptable User Agreement carefully and discuss it with my child so we both have a clear understanding of their role in the School's work to maintain a safe environment.

I will ensure this User Agreement is signed by my child and by me via Caremonkey.

I will encourage my child to follow the user agreement.

I will contact the school if there is any aspect of this User Agreement I would like to discuss.

I have read this User Agreement and am aware of the School's initiatives to maintain a safe learning environment, including my child's responsibilities.

PARENT SIGNATURE

I have read and understood the use of G Suite For Education at St Mary's Primary School and I give permission for my child to use G Suite For Education.

PARENT SIGNATURE

I have read and understood my responsibilities and agree to abide by this Acceptable User Agreement. I know that if I breach this User Agreement there may be serious consequences.

STUDENT SIGNATURE.