Sacred Heart Catholic Primary School, Pymble
Internet and Network Services User Agreement
Years 3-6 Student Agreement
2021

At Sacred Heart Catholic Primary School, internet and network services are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

As an ICLT (Information Communication and Learning Technology) user at Sacred Heart Catholic Primary School I will follow these rules:

1. I will use the computers and iPads only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school's ICT equipment
3. I will only use the software approved by the teacher.
4. I will look after the environment by not wasting resources; for example by:
   - printing to the class printer only
   - not printing more copies than I need
   - not downloading large files unnecessarily
5. I will keep my password/s to myself (only tell mum and dad and my teacher), and not use the passwords of others.
6. I will store my own work in my student folder/file or on my own disk.
7. I will not use the school's internet or network services to download, display, print, create, save or transmit materials that:
   - use obscene, threatening, or disrespectful language
   - are rude or abusive
   - cause offence to others or engage in bullying behaviour
   - are illegal or dangerous
8. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher
9. I will only send messages that are polite and sensible
10. I will not intentionally spread viruses by e-mail or post unnecessary e-mail.
11. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
12. I will not publish a picture or e-mail a picture of myself without first checking with the teacher.
13. If I receive any messages that I do not like I will immediately tell a teacher.
14. I will only publish web pages or send e-mail with the teacher's permission.
15. I know that the school may check my computer files and may monitor the internet sites I visit.
16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICT.
18. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network.

If I break any of these rules, then I may be unable to use ICT at school and I will need to re-negotiate how and when I use ICT with the Principal.

Student's Name   _____

Student Signature   _____

Dated: _____

Sacred Heart Catholic Primary School, Pymble Esse Non Videri	Care for Self	Care for Others	Care for the place we are in
All Areas at All times	✔ Be a good listener ✔ *Manage impulsivity* -Stop, Think, Do! ✔ Be in the right place at the right time ✔ Care for your appearance	✔ Speak and act with kindness ✔ Remind others to follow school rules ✔ Safe and caring hands ✔ Only including , no excluding	✔ Care for belongings ✔ Care for property
Using Technology	Stay on appropriate websites Keep your password secret Save your work to your student file Use the computers in learning time to help learning	Make sure you log-off after using a computer Plug in the laptop after use Look away while others enter their passwords	Always walk and use gentle hands when carrying or using technology Return technology to the appropriate place Leave computer settings as you found them

Sacred Heart Catholic Primary School, Pymble

Internet and Network Services User Agreement

Parent/Guardian Agreement 2021

I understand that Sacred Heart Catholic Primary School provides students with access to ICT and internet and network services that may include computers, and iPads, the internet, intranet, e-mail, chat, bulletin boards, blogs, newsgroups to enhance teaching and learning.

I agree to _____ of Class _____ using the internet and network services at the school for educational purposes in accordance with the Acceptable Use Agreement for Students above.

I understand that the school cannot control what is on the internet and that some materials on the internet may be objectionable. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my son/daughter understands this responsibility, and I hereby give my permission for him/her to access the internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include the loss of internet and network services access for some time, as determined by the Principal.

Parent/Guardian's name   _____

Parent/Guardian's signature _____

Dated   _____

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All Areas at All times	✔ **Be a good listener** ✔ ***Manage impulsivity* -Stop, Think, Do!** ✔ **Be in the right place at the right time** ✔ **Care for your appearance**	✔ **Speak and act with kindness** ✔ **Remind others to follow school rules** ✔ **Safe and caring hands** ✔ **Only including , no excluding**	✔ **Care for belongings** ✔ **Care for property**
Using Technology	Stay on appropriate websites Keep your password secret Save your work to your student file Use the computers in learning time to help learning	Make sure you log-off after using a computer Plug in the laptop after use Look away while others enter their passwords	Always walk and use gentle hands when carrying or using technology Return technology to the appropriate place Leave computer settings as you found them