

Student ICT Acceptable Use Policy

Rationale

At St Margaret's East Geelong we believe that students are to be equipped to seize opportunities to broaden their knowledge, skills, attitudes and understandings to live in a changing, complex and interdependent digital world. For that reason, St Margaret's encourages the learning to be enriched by strong connections with the broader community, effective communicating online and offline, collaborating locally and globally; being well equipped to be safe and responsible cyber citizens.

Responsibilities

St Margaret School uses filtering systems (ZScaler) to protect students from inappropriate content. Every effort is made to assure student safety in regard to suitable internet content in the school learning environment.

We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly. Your child has been asked to agree to use the internet and digital technologies responsibly at school.

As a student at St Margaret's Primary School, I am expected to treat all digital devices and internet resources with a responsible, respectful and safe manner.

I understand that using school e-Learning resources is a privilege. When I use the school's devices I will abide by the school's expectations:

- I have the right to become a confident, responsible, respectful and safe digital citizen.
- I will use my own login and password only. If I forget my login details then I will tell my teacher who will arrange for it to be reset.
- I will not share my login details with any other student.
- I will not give out any personal information online such as my surname, address, phone number or parent details.
- I will inform the teacher immediately if I find myself on an unsuitable web pages or links.
- I will inform the teacher immediately of any unpleasant or uncomfortable messages that might be sent to me. (We encourage students to take a screenshot to show the teacher in charge)
- I will compose email messages using only school approved apps or my GAFE account in a language that I understand and is appropriate for school.
- I understand that taking photos, videos or other recordings of any individual or group is not allowed without the express permission of all the individuals being recorded.
- I will never send a person a picture of myself or anyone else without seeking teacher permission.
- I will not use the internet in a way that could be considered harmful to me or anyone else.
- I will only use the internet for educational purposes specified by my teacher.
- I will always check with my teacher when using material from websites.

- I will not download any information stored on portable storage devices such as USB drives and CD's unless authorised by my teacher.
 - I will always ensure that any digital content, software (apps) and data (music, photos, videos and documents) are legally purchased and/or have appropriate licensing.
 - I will only use educational content on e-Learning devices to assist me with my learning at St Margaret's Primary School
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Student Agreement

I acknowledge and agree to follow these rules. I understand that breaches of these rules may result in the loss of my technology privileges and use of e-Learning devices at school for a period of time deemed appropriate by my teacher, ICT coordinator and principal.

Name of student: _____ Signature of student: _____

Parent/Guardian agreement:

I have read and discussed the school's student agreement for internet usage with my child. I support the guidelines presented in this agreement.

Name of parent: _____ Signature of parent: _____

Date: _____

Policy Dated: February 2019

Review Date: Feb 2023