



Melbourne Archdiocese  
Catholic Schools



Dear Parents,

Parents are asked to sign this form as an acknowledgement of the new policy and return it to school no later than Friday 6 February, 2026. Students will not be given permission to use any ICT equipment at school after this date until this form is returned. Students in Grades 3-6 are asked to co-sign this form.

### **Student ICT Responsible Usage: Years 3-6**

Access to Information & Communication Technology at St Margaret's Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use the internet with teacher permission and for educational activities.

Internet access is also screened by the Catholic Education Office Melbourne, through Information & Communication Technology tool, which aims to ensure that inappropriate sites are avoided. Web 2.0 data such as Google Apps For Education may be stored in online cloud formats which may be backed up in multiple global secure locations. The school aims to abide by eSmart protocols.

St Margaret's Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

#### **School Digital Tools Computer & Cloud Network**

- I will take care of all digital tools and computer equipment belonging to the school, myself or others.
- I will not change any settings on digital tools and computers.
- I will not disclose passwords or try to gain access to other users' work.
- I accept all responsibility for any device I bring to school.

#### **Cyber Safety Using Digital Tools & Internet**

- I may only use digital tools & the Internet with the supervision and permission of my teacher.
- I agree to use digital tools & the Internet in a responsible manner.
- I will report any breaches of security to the teacher.
- I will use resources wisely and be responsible when printing out information.
- I understand that my use of the Internet & digital devices will be monitored at school.
- I will respect the intellectual property rights of others.

## **Cyber Safety Using Email & Electronic Communication**

- I may only use email & electronic communication with the supervision and permission of my teacher.
- I will ensure that all email & electronic communication I send will contain appropriate language that is correctly organised and is effectively edited.
- I will not give out personal information, including my surname, address, telephone number
- I understand that my use of email & electronic communication will be monitored at school

## **Web 2.0 Tools**

To protect privacy and student work, all students must protect their own and any class login and password. Students are to use their own login, unless a class login is provided for a Web 2.0 tool. Students must ensure that they never save a password and that they always log out of all applications and the computer when not in use. All use of School Web 2.0 tools including Google Apps for Education and Web/Video Conferencing must be used in accordance with the St Margaret's Information & Communication Technology Acceptable User Policy, even if students do the work from devices outside of school. Students using School Web 2.0 tools will treat these tools as a classroom space.

## **Social Media**

- I will use Social Media responsibly & will report any inappropriate use to my parents &/or teacher
- I will not post private information about myself or others on Social Media

## **Consequences**

Misuse of ICT devices will result in consequences ranging from loss of privileges for a day, week, month or term.

In severe cases, parents will be contacted and privileges will be suspended for a term.

Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher or the Principal.

➤ This Acceptable Use Agreement also applies during school excursions, camps and extra – curricular activities.

I have read the Student Acceptable Use Agreement carefully and I understand the importance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet privileges being suspended or revoked for a period of time which will be determined by the school.

Student Name: ..... Class: .....

Student signature: ..... Date: .....

### **Parent / Carer Agreement**

I agree to discuss these rules with my child and understand the consequences of misuse.

I acknowledge that my child's photograph, work or video footage may be published with discretion as deemed appropriate by the school. I acknowledge that my child may use Educational Web 2.0 tools such as Google Apps for Education and Web/Video conferencing as part of their school work. I understand that the use of children's surnames or personal details will be avoided except in newsletters. I acknowledge that a photograph of my child may be used without acknowledgement, remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations of the school, Catholic Education Office Melbourne (CEOM) and the Catholic Education Commission of Victoria Ltd (CECV). I have read and discussed these guidelines with my child & sign this statement on their behalf. If parents do not wish their child's image or work to be published in this way please notify the Principal in writing of this matter.

I agree to ..... using the internet at school for educational purposes in accordance with the Student Agreement above.

Parent/ Carer signature: ..... Date: .....

For more information or clarification please contact the school or visit <http://www.cybersmart.gov.au/report.aspx>