

**2015 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)
USER AGREEMENT FOR STUDENTS IN YEAR 6
AT ST DENIS PRIMARY SCHOOL, JOONDANNA**

Students at St Denis School have access to ICT equipment in all classrooms. For Year 6 students, it is mainly through their participation in the 1:1 laptop program. With the privilege of using such advanced technology comes a great deal of responsibility. It is therefore necessary that all students consider and agree to all of the rules and conditions set out below, in order to use their laptops and other ICT equipment in the school safely and effectively.

CARE AND USAGE OF ICT EQUIPMENT

- I will respect and care for my laptop and all other ICT/Learning Technology equipment at St Denis school. This includes iPads, computers, monitors, cameras, projectors and hard drives
- I will not attempt to change any configuration settings or passwords on my laptop or the school network or equipment
- I will not eat or drink near my laptop or other electronic equipment
- I will use my laptop and other equipment for educational purposes, under teacher instruction
- I will only use my laptop in the classroom and never on the playground
- I will not leave my laptop unattended on the floor of the classroom
- I will not carry my laptop around the classroom, it will remain safely on the surface of my desk
- I will carry my laptop safely to, from and around the school inside its protective bag, with the shoulder strap securely across my body
- I will not touch a laptop belonging to another person, without teacher permission
- **I will ensure that my laptop is fully charged at home every night**
- **I will back up my laptop using an external hard drive at least once a fortnight**

WORK HABITS

- I will carefully follow instructions from my teachers when using my laptop and other equipment
- I will name, save and print files the way that my teacher has instructed me to
- I will only print my work with teacher permission
- I will use my headphones safely and appropriately for sound files and remove them when requested by my teacher
- I will attempt to use proper spelling and grammar in all communications using my laptop and other equipment

PERSONAL SAFETY AND PRIVACY

- I will tell a teacher immediately if I ever find any information on my laptop that makes me feel upset or uncomfortable, or is not appropriate, and I will not show it to other students
- I will not give out my own personal details (such as name, address or phone number) or those of another person
- I will only use my own usernames and passwords, unless directed by a teacher, and I will not tell another person my usernames and/or passwords

EMAIL

- I will use my email account in a manner that is respectful, using polite and appropriate language
- I will not use email in a negative manner – to bully, frighten, annoy or upset another person
- I will only email people known to me
- I will not put personal information about myself in emails (such as photos, phone numbers and addresses)
- I will only read my own emails
- I will not use email to buy or sell anything
- I understand that a teacher or parent may access my email account from time to time to check its contents

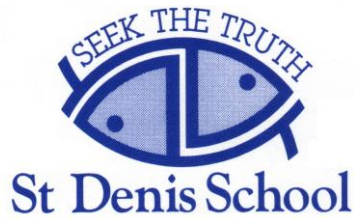
INTERNET

- I will only use the internet to access websites and research information related to my school work, as per my teacher's instructions
- If I find a website or picture that is offensive, inappropriate or upsetting, I will immediately close it and tell a teacher. I will not show it to any other students
- I will not copy information straight off the internet without acknowledging it correctly
- I will not use social media (E.g. Facebook or Instagram) at school and I understand that I am under the required age to register for such accounts

PARENTS PLEASE NOTE:

This User Agreement will remain valid for as long as your child is enrolled at St Denis School. Should any part of this document need changing or amending, parents will be notified in writing and new documents signed if necessary.

Please return only Page 3 to school, keeping a copy for your own records. Please keep pages 1 and 2 of this User Agreement in a readily accessible place should you need to revisit the rules and conditions with your child.



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STUDENT AGREEMENT

I understand that if I do not follow any of the above conditions I may lose the privilege of access to my laptop or other ICT equipment for a negotiated period of time.

I have read and discussed this ICT User Agreement with my parent(s) (or guardian or caregiver) and solemnly agree to follow all of these rules and conditions.

Student name - _____

Student signature - _____

Date - _____

PARENT/GUARDIAN/CAREGIVER AGREEMENT

I have read and understand this ICT User Agreement for students in Years 6.

I have discussed the terms and implications with my child.

I understand that if this form is not signed by a parent (or guardian or caregiver), then my child will not be able to use the internet or email at school.

Name of child - _____

Class - _____

Name of parent/guardian/caregiver - _____

Signature of parent/guardian/caregiver - _____