



## ICT Acceptable Student User Agreement

Students at Greenwith Primary School (GPS) use Information and Communication Technology ICT at all year levels and in many aspects of their learning. Usage of ICT includes:

- Use of the school computers, laptops, and Chromebooks
- Use of the school network and file storage
- Use of the school internet, including email, Google Gsuite and other internet sites and applications
- Use of other electronic equipment including printers, iPads, Cameras etc.

This User Agreement has been developed to not only protect GPS and its ICT infrastructure but to protect each student while using ICT. Before using any aspect of ICT at GPS each student will be required to agree to and sign this User Agreement. This will constitute the first step in students becoming responsible digital citizens and will continue this learning in cyber safety programmes.

If a student enrolled at GPS damages school equipment or property the Principal may require that student to meet the cost of repairing that damage pursuant to the Education Regulations 2012, Regulation 56. This power will be enforced if any GPS ICT infrastructure is damaged as a result of a deliberate and/or malicious act by a student.

### ACCESS TO THE NETWORK AND USER RIGHTS

All students will be issued with a computer login, including a username and password. This will allow them access to the computer, file storage (home drive), access to printers and access to the internet.

Students may also be provided various other logons for other applications such as Reading Eggs etc.

Students are also issued a Google ID which is used to access; Google classroom and other online storage and applications. This Google ID is not an email address and cannot be used to send/receive emails.

Students in Years 3 to 6 may also be issued a Learnlink email address and access to Office ProPlus to install on a home Windows or MAC PC.

### Expectations of students:

Please read the following statements carefully:

1. I will treat all computing and electronic equipment with respect and care.
2. I will not carry a Chromebook by the screen.
3. I will always close a Chromebook before moving it.
4. I will not rest anything on the keyboard of a Chromebook.
5. I will only use the computing facilities with permission from a teacher.
6. I will not consume or take food or drink near any computing or electronic equipment
7. I will not change any settings, delete, or edit any files which are not my own or don't have permission to do so.
8. I will keep all my logins safe and not reveal them to others.
9. I will report to my teacher if I feel my login has been compromised or accessed by somebody else.
10. I will not attempt to make unauthorised access to anyone else's login or file storage, including Google and email.
11. I will not use my logon, email, or Google ID to sign up for any service unless directed to by my teacher.

12. I will not allow anybody to use my login(s) for any purpose or reveal my login.
13. I understand that any logons, including Google ID will be deleted when I leave Greenwith Primary School. My Learnlink email (including any office installs) will only be active while I am a student at a public school.
14. I understand that I will use my home drive, google drive or any USB file storage only for school-related files as instructed by my teacher. This means I will not:
  - a. Save any files or information that can identify me (including my personal address, phone number etc.)
  - b. Save any personal (including other students/staff) photos or videos
  - c. Save/access copyright information including but not limited to (copyrighted music, movies, games, and software)
  - d. Attempt to run or install programs/games
15. When using the internet, I will search for and visit sites that I have been instructed to or that are of benefit to my education and learning. This means I will not use the internet to access or send obscene material (of an inappropriate nature), promotes illegal acts (drug taking), is racist, defamatory, or advocates violence or discrimination against other people. Purchasing, ordering, or selling online is strictly forbidden.
16. I will not attempt to contact anyone, including staff and other students via email, chat groups, forums, or any other communication tool unless directed to by my teacher.
17. When instructed to use email, chat groups or forums I will not send offensive messages. I understand that this means I will not engage in writing or forwarding anything which is considered hate mail, spamming, harassment or disrespectful.
18. I agree and understand that my internet access is content filtered and monitored.
19. I understand that content filtering isn't 100% full proof and agree to immediately inform my teacher should I come across
  - a. A site that is offensive or makes me uncomfortable and/or.
  - b. Receive any messages which are offensive or make me uncomfortable.
20. I understand that my failure to adhere to these requirements may result in disciplinary action against me, and where necessary my actions reported to the Police. Breaches may include having my network and/or internet account suspended for a period or permanently for repeated offences. More serious matters may result in suspension, expulsion, or criminal charges.

I, ..... have read the above ICT Acceptable Student User Agreement, I have discussed the policy with my parent/guardian, I understand all aspects and agree to abide by all aspects of the policy.

Signed: Student ..... Date: .....

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

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Ratified by Governing Council 10/11/2022