



St Joseph the Worker School

Technology Acceptable Use Agreement

YEAR 3 - 6

Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to children in Grades 3 - 6.

Student Rules:

As a safe and responsible user of the school's technology, I will help keep myself and other people safe by following these rules...

- I will use Technology for learning purposes as directed by my teacher
- I will respect all school Technology and treat Technology equipment/devices with care, and
 - I will be gentle with my laptop and use it responsibly
 - I will NEVER have food or drink near my laptop
 - I will NEVER put my laptop on the floor
 - I will have clean and dry hand when I use my laptop
 - I will bring my laptop to school fully charged everyday
 - I will always sit when I am using my laptop
 - I will carry my laptop while it is closed and with two hands
 - I will wait for my laptop to shut down completely before closing the screen
 - I will make sure my laptop is in its protective case when travelling
- I will report any breakages/damages/issues to my classroom teacher immediately
- I will keep the default backgrounds and profile pictures on my laptop and Google account
- I understand that I can only use the Internet, email or other networked technologies when a teacher gives permission and there is staff supervision
- I will keep my password private and not let anyone else log in with my username
- I will not use any form of Technology to find, create or send material and activities which might upset, offend, harass or humiliate me or anyone else. (Repeated incidence of such behaviours is considered bullying)
- I will not intentionally click on online advertising
- I will not use search engines to look for things that are not acceptable or inappropriate. This includes anything that is rude, violent or uses unacceptable language
- I will not use Technology to share anyone's personal details or images (including my own). This includes addresses, telephone numbers, full names and images
- I will seek teacher permission before uploading any content to websites (e.g. blogs)
- I will not connect any device (such as a USB, camera or phone) to school Technology or download and run any programs or software (this includes games)
- I will seek permission from individuals before taking photos, recording sound or videoing them (including teachers)
- I will never put another student's photo on the internet
- If I bring a mobile phone or any other device to school, I will leave it at the school office prior to coming to class for the duration of the day. I will collect my device at the end of the school day



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If I find anything that is rude, violent or in some other way unacceptable while using any form of Technology, I will follow class guidelines and:

STOP what I am doing

BLOCK it by minimising or closing my screen so that others can not see it

TELL a teacher straight away

I will also follow the Stop, Block and Tell rules:

- if I accidentally access someone else's private information
- if someone does something using technology that makes me feel upset or uncomfortable
- if I feel that the safety of other students at the school is being threatened

This Acceptable Use Policy for recording Devices also applies to students during school excursions, camps and extra-curricular activities.

I acknowledge and agree to follow these rules. I understand that my access to technology at school will be removed if I do not act responsibly and fail to follow the above rules.

I understand that the school acceptable user agreement applies to any Technology such as a laptops, desktops, mobile phones or an iPod or iPad.

Parent/Guardian information:

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material when students are working at school by sharing links that include appropriate content and following the STOP-BLOCK-TELL Guidelines. I understand that the school content filter doesn't apply to home.

I agree to allow my child to use the internet at school for educational purposes in accordance with the Student Agreement attached. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the technology use kit.

I agree to allow my child to correspond with others using the email account provided by the school for Grades 3 - 6.

I have also discussed the legalities of social networking sites with my child for eg: Facebook, Twitter, Snapchat and Instagram (13 years and above is the legal age for these sites)

I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will email the issue to e1299-admin@sjwreservoirnth.catholic.edu.au with the Subject 'ATTENTION TECHNOLOGY LEADER'

If you have any questions or concerns please contact the principal - principal@sjwreservoirnth.catholic.edu.au



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Acceptance:

I acknowledge and agree to follow the rules and guidelines outlined in the St Joseph the Worker Technology Acceptable Use Policy for Year 3-6.

St Joseph the Worker Technology Acceptable Use Agreement 2019	
Student Name:	
Student Grade:	
Student Signature:	

I/we acknowledge and agree to follow the rules and guidelines outlined in the St Joseph the Worker Technology Acceptable Use Policy for the Middle & Senior School.

Parent Name(s):	
Parent/Guardian Signature(s):	
Date:	

Please detach the signature page only and return directly to your child's classroom teacher.
Retain the agreement details for your own records and future reference.