



# STUDENT TECHNOLOGIES USE POLICY/ AGREEMENT 2021

## 1 RATIONALE

At Our Lady of the Immaculate Conception Parish Primary School, the Student Technologies Use Policy exists to ensure that all students are responsible and safe users of digital technologies.

We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/ guardians. We expect that parents/ guardians will collaborate with the school to ensure responsible online behaviour when at home. We need to be mindful that we are required to operate within the laws of the State and Commonwealth Government when we are using technologies.

## 2 GOALS:

The Student Technologies Use Policy aims to:

- Align with the Our Lady of the Immaculate Conception Technologies Policy
- Align with Child Safety standards and policies
- Inform students about their responsibilities in relation to digital technologies at Our Lady of the Immaculate Conception Primary School
- Explicitly state the privilege that access to this technology entails.

## 3 IMPLEMENTATION:

The Student Technologies Use Policy will be signed annually by the students and their parents/ guardians. The Student Technologies Use Policy will be issued annually by the Digital and Design Technologies leader and followed up by staff at Our Lady of Immaculate Conception School.

## 4 RESPONSIBILITY

When students use digital technologies they will:

### Communicate appropriately:

- Students will only send emails that are respectful
- Students will only comment on others' work using positive language
- Students will not harass, threaten or intimidate others online

### Act safely by protecting personal information:

- Students will keep their personal information private: name, phone number, address, name of the school, photographs or other details about themselves or their friends including answering personal questions online.

### In order to ensure online safety, the students will:

- keep their passwords private
- use online sites that are appropriate and with teacher permission
- only join an online site with parent or teacher's guidance and permission and they will not use their school Google account to do so
- speak to a trusted adult if they see something that is inappropriate or makes them feel uncomfortable
- speak to a trusted adult if they need help or if they know someone needs help
- log out of a device when they have finished using it
- not log into another child's account
- not use a personal account when at school.



**Look after digital devices:**

- Students will take care when using digital devices and respect school computer systems or computer networks of the school
- Students will respect student settings (Only school staff can change a computer's settings)
- Only staff may install software or applications on a school device.

**5 DEFINITIONS OF TERMS**

**Digital Technologies:** Online tools, forums, blogs, sites, Seesaw, Apps, games

**Devices (including but not limited to):** iPads, chromebooks, laptops, cameras (such as video, digital, webcams, mobile phones, video and audio players/receivers), computers, SmartBoards, storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players, external hard drives).

**6 EVALUATION AND REVIEW**

This policy will be reviewed and signed annually.

**7 FAMILY AND COMMUNITY INVOLVEMENT:**

It is the responsibility of the parent/ guardian and the child to read and sign the Student Technologies Use Agreement.

***Please fill in, sign and return the next page to school by Friday 19th February, 2021.***



## OUR LADY'S PRIMARY SCHOOL SUNSHINE STUDENT TECHNOLOGIES USE AGREEMENT 2021

### As a student of Our Lady of the Immaculate School:

- I have read and discussed with my parents, the Our Lady of the Immaculate Conception Student Technologies Use Policy
- I understand the contents of the Student Technologies Use Policy.

### I understand that:

- I will use technology in an appropriate and respectful manner, demonstrating at all times the Our Lady's school values
- Access to the school's internet, computer network and all devices, is a privilege and not a right
- If I fail to comply with this policy I will lose access to devices for a period of time after discussion with my parents/guardian or my teacher or the Principal (*or nominated person in Principal's absence*)
- Breaches which break the law may require the school to make a report to the police.

Name of student: \_\_\_\_\_

Class: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_

**All contracts must be signed and returned by Friday February 19th, 2021.**