

Holy Saviour Grades 3-6 Acceptable Use of ICT Agreement

2020-2021

“Together we live, love and learn in the Spirit of the Good News”

At Holy Saviour we are a welcoming, inclusive community.

We believe that every person deserves to be treated with respect therefore:

I promise:

Food/Drink	<ul style="list-style-type: none"> ● To keep food and drink away from the computers, devices and other electronic equipment.
When can we use it?	<ul style="list-style-type: none"> ● To only use DigiTech equipment when a teacher gives permission.
My passwords and privacy	<ul style="list-style-type: none"> ● To keep my password secret and not tell anyone, except my teacher and parents. I understand if I still choose to share my password with a friend and something goes wrong, it is my own responsibility. ● To keep my personal details private and not share them online
Others' passwords and privacy	<ul style="list-style-type: none"> ● Not to look at, copy, share or use other people's passwords. ● To keep other people's personal details private and not share them online ● I will ask others if I can take a photo of them and only use their photo with permission.
Logging on	<ul style="list-style-type: none"> ● To only log on to a computer with my own account
Zscaler and online log in accounts	<ul style="list-style-type: none"> ● To log into all programs and zscaler with my own account
Bringing ICT equipment from home	<ul style="list-style-type: none"> ● To give my teacher a written 'BYOD consent form' from my parents/guardians before bringing my own devices to school. Otherwise I will leave my equipment at home. ● If I have permission to bring my own equipment to school, then I will keep it in my bag or give it to my teacher. ● Not to touch other people's equipment that they bring to school from home.
Using ICT equipment from home at school	<ul style="list-style-type: none"> ● To only use my own ICT equipment for school tasks or other tasks that have teacher and parent permission on the BYOD consent form. ● To never take photos at school using my own device. ● To use my equipment safely, gently and responsibly.
Touching and handling equipment	<ul style="list-style-type: none"> ● To always be careful, gentle and patient with the equipment. ● To carry laptops and iPads with two hands and always walk with it, never run. ● Keep Digi Tech equipment in a safe place and put it away safely when I'm not using it. I will never leave it alone on the floor.
Chromebooks (5/6 students only)	<ul style="list-style-type: none"> ● To always follow and abide by the promises in this agreement when using my Chromebook. ● To slide the chromebook away in the charging bay carefully and slowly, making sure the chromebook is properly closed and plugged in to charge ● To notify the Digi Tech teacher if my Chromebook is broken or not functioning properly ● To keep my Chromebook at school.
Use the internet safely	<ul style="list-style-type: none"> ● To only use the internet for school tasks that have permission from the teacher ● To stay safe and only visit websites and games that are appropriate for my school work ● To close down rude ads, games and websites straight away and notify the teacher
Tell the teacher	<ul style="list-style-type: none"> ● To tell the teacher if <ul style="list-style-type: none"> ○ I feel unsafe on the internet

	<ul style="list-style-type: none"> ○ I see something inappropriate ○ A computer or device is broken ○ I see someone being rough, unsafe or unkind ○ I don't understand what to do
Talking online - manners	<ul style="list-style-type: none"> ● To talk and type politely and never use inappropriate or rude words. ● To talk and type nicely to others and never hurt anyone's feelings ● To only allow people I know in real life into online chat groups or rooms
Computer and Internet settings	<ul style="list-style-type: none"> ● To leave the computer and internet settings as they are and never deliberately do anything that can affect the computer or school network
Downloading and saving files	<ul style="list-style-type: none"> ● To only save small, important files that I need to keep for my school work.
Online games	<ul style="list-style-type: none"> ● To only play games that have teacher permission ● To never play games that are inappropriate, rude or violent.
Using school account when at home	<ul style="list-style-type: none"> ● To only use my school account for school work, even when I am at home. This includes signing up to a website or app using my school email account.
Listening to music	<ul style="list-style-type: none"> ● To only listen to music that is 'clean'; has no swearing or inappropriate content. ● To ask teacher permission before listening to music.
When finished	<ul style="list-style-type: none"> ● To always log out or shut down correctly, put the device away properly and plug it in to charge when I have finished using it, especially at the end of the day, or as soon as requested by the teacher.
Reporting	<ul style="list-style-type: none"> ● To report anything that is inappropriate and I understand that there are different ways of reporting.

We have read, understand and agree to the Holy Saviour Grades 3-6 Acceptable Use of ICT Agreement and have discussed it with our child.

Please sign: Parent/Guardian Name _____

Parent/Guardian Signature _____

Child's Name _____

Child's Signature _____