



Acceptable Use of Information & Communications Technology

Student Contract

Information and communications technologies (ICT) at Killarney Heights Public School (KHPS) are a whole school resource for the use of **all** students and staff. 'ICT' covers many digital 'hardware' and 'software' resources including computers, cameras, laptops, iPads, email, blogs, interactive whiteboards and the Internet. This contract should be understood and signed by all students at KHPS to ensure that valuable ICT resources are used with **Respect and Responsibility**, and for **Success**.

RESPECT

I will act **respectfully** by:

- ✓ Using only my own personal account with my unique username and password.
 - ✓ Not using computer technology or the Internet to find, read, write or send anything rude, mean, scary or unkind. This includes never engaging in cyber bullying.
 - ✓ Only accessing another's file or folder in the presence of that person and with permission.
 - ✓ Communicating online with teacher permission (e.g. email, Blogs etc.)
 - ✓ Using appropriate and polite language when using the Internet (e.g. email, Blogs etc.)
 - ✓ Remembering that once I have posted something online, I can never take it back.
 - ✓ Only using photos of others with their permission and with respect, and only using their first names when publishing.
 - ✓ Being a good sport when playing computer games.
 - ✓ Logging off the computer when I am finished working, keeping it free for others.
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RESPONSIBILITY

I will act **responsibly** by:

- ✓ Agreeing with parents or teachers when I can go online, how often and for how long.
- ✓ Keeping passwords secure and not sharing passwords with others.
- ✓ Reporting any rude, mean, scary or unkind material to the teacher, and quitting any sites that I know shouldn't be visited by a school student.
- ✓ Always keeping my full name, photo, address and phone number private when on-line.
- ✓ Keeping myself and others safe by not publishing full names, photos, email addresses, phone numbers, parents' names or the name or location of my school on the Internet.
- ✓ Not downloading software or files from the Internet without permission.

- ✓ Printing only one copy of my work with teacher permission and checking for paper wastage.
- ✓ Not changing any of the computer settings.
- ✓ Leaving my mobile phone and/or smart watch turned off (including Space Talk) and in my school bag while I am on school grounds (this includes any excursions). Essential communication to and from parents will be managed via the school office during the school day.

SUCCESS

I will act **successfully** by:

- ✓ Using Internet, blogging, collaborative spaces and email accounts for educational, research and learning purposes only.
- ✓ Abiding by copyright rules, acknowledging that work copied from the Internet is not my own work and providing references for my sources when asked by a teacher.
- ✓ Using my own mind rather than using AI websites such as ChatGPT, Bing Copilot etc, to complete schoolwork or homework.
- ✓ Enjoying learning using ICT without forgetting to get moving and play outside, be a good sport and have fun with friends 😊

Student Use Agreement

- ✓ I agree to be a **Responsible, Respectful** and **Successful digital citizen**.
- ✓ I understand that using ICT at school is a privilege and not a right.
- ✓ I understand that my mobile phone and/or smart watch (including Space Talk) must stay in my school bag when I am on school premises (this includes any excursions).
- ✓ I understand that by not complying with these rules, school PBL consequences may be enacted and I could lose access to ICT.

Student name: _____ Signed: _____ Date: _____ Class: _____

Parent Agreement

I have read the **Acceptable Use of Information and Communications Technology: Student Contract** and give permission for my child to use ICT at school under the conditions above.

I hereby give permission for my child _____ to use ICT at Killarney Heights Public School. I understand that any technologies that extend from school into the home (e.g. Teacher moderated class blogs) will be checked by the teacher and will not be made 'public'. I understand that consequences within our PBL (Positive Behaviour Learners) policy apply to ICT use and private devices such as mobile phones and/or smart watches. Similarly, I understand that access to ICT may be suspended. I understand that the school does not accept any responsibility for the damage to or loss of personal ICT devices if brought to school.

Parent/Caregiver: _____ Signed: _____ Date: _____