



St Martin of Tours Primary School DIGITAL TECHNOLOGY USER GUIDELINES AND CONTRACT 2020 Years 3 - 6

Computer use and Internet access at St Martin of Tours takes place in a safe, secure and supervised environment. A pre-requisite for children using digital devices and the Internet is that they agree to the following terms and conditions of use. Teachers will assist children to understand their responsibilities with Internet and network usage at school. As partners in the children's education, parents are requested to read through the Code of Practice with your child and to reinforce the importance of following the Code when using the school's digital technologies.

Each year the students will be required to enter into a new acceptable use of technology agreement based on the Code of Practice.

Please note that when students are using the internet at home, which includes the use of programs and applications that are used at school, the school's internet filtering and website management is not applicable. We encourage parents to be mindful of the websites and programs that your child is using and strongly encourage you to ensure that your home and mobile internet is filtered for your child's protection.

A copy of the Code of Practice can be found on the school website and the student Weebly.

If you have any questions, queries, concerns or suggestions, please feel free to contact me at booi@smrosanna.catholic.edu.au

Regards,

Brendan Ooi
Digital Technology Leader

St Martin of Tours Primary School Technology User Agreement 2020

STUDENT NAME: _____ CLASS: _____

I have read and discussed the Code of Practice 2020 with my parents and I understand that access to the school's technology will be withdrawn if used inappropriately.

Student's Signature: _____ Date: _____

Parent's Signature: _____



St Martin of Tours Primary School

Code of Practice

Years 3 - 6

1. I will always use language and behaviour that I know is appropriate, polite and respectful to others when using the school's technology and online learning spaces.
2. I will follow instructions from teachers about the Internet and use of school digital devices.
3. When accessing the internet, **I will only use websites, searches or applications that the teacher has recommended.** If I come across any inappropriate material, I will turn the screen off and tell the teacher.
4. I will not attempt to access any social networking sites (Facebook, Instagram etc) while at school from any digital device.
5. I will not attempt to access any online streaming service (such as YouTube or other television show or movie streaming services) without the express consent of my teacher.
6. I will keep my password private and log off at the end of each session as I know that anything that happens on a digital device when I am logged on is my responsibility.
7. I understand that privacy is important when working online. I will not give out my personal information or information about another person such as their name, address, email address or telephone numbers. I will always let the teacher know if someone is asking for these.
8. I will only use the school email for school work purposes. **I will not subscribe to any websites (such as YouTube)** using my school email and I will not open any emails, attachments or links in an email from anyone that I do not know.
9. I will care for and respect the school's Information Technology resources at all times. This means that I will also not attempt to change settings unless asked to do so and I will pack any resources away in their correct places so they are charged and ready to use for the next user.
10. When using the school network or online collaborative spaces (such as Google Docs), I understand that my teachers have access to all my documents, including chats and revision.
11. I understand that my teachers may gain access to my search history (even when searching in private) along with all revisions, edits and unsaved versions of my documents both on the school server and those stored online (such as Google Docs).

I understand that if I do not follow this Code of Practice I may have my school accounts suspended or restricted resulting in me losing the privilege of access to the School's Network, Email and Internet facilities.

Please sign the form on the other page and return the form to school as soon as possible.