

URSULA FRAYNE CATHOLIC COLLEGE



INFORMATION AND COMMUNICATION TECHNOLOGY POLICY STUDENT USAGE AGREEMENT YEARS 3 – 6

Ursula Frayne Catholic College (UFCC) is committed to ensuring that all students are aware of standards for the use of ICT within the school environment.

The school has identified acceptable and unacceptable use of ICT and is committed to regularly updating this policy. The following procedures outline the commitment the students will make to the College when using ICT.

Acceptable Use

I will

- bring my iPad Air to school each day fully charged and ready to assist me with my learning.
- leave the iPad charger at home
- walk carefully when carrying my iPad
- keep food and drinks away from my iPad
- immediately report any breakages and accidents that occur at school with my iPad so that a staff member can notify my parents
- keep my iPad inside my backpack to and from school

Unacceptable Use

I will not

- download any apps at school.
- use another person's password to gain access to an online program and I will keep my passwords private.
- look at anything that is too old for me and if I do see something that is inappropriate, I will tell a staff member rather than share it with another student.
- plagiarise by using other persons information without acknowledging their intellectual property.

I understand that the Internet is a public place and I must learn how to become a responsible digital citizen. To stay safe online I should:

- be very careful with what I put on the Internet because it becomes part of my digital footprint forever.
- keep my personal information such as name, address, phone number to myself and not share them on the internet.
- not say anything online that I would not say face-to-face to someone.
- never respond to any messages that are mean or make me feel scared.
- not use online names which are offensive.
- never put photos of myself or others on the Internet without permission.
- allow my teachers to manage my iPad while during class via the Classroom app
- UFCC will not be held responsible for any loss of data during on/off boarding
- when the student leaves the college or graduates from year 6 all data will be erased from the device.

If there is a breach of procedures, I acknowledge that the school has the right to:

- withdraw my access to the Internet.
- confiscate my iPad and notify my parents.
- take legal action against me if illegal acts are committed.

Please sign and retain this agreement form to indicate your support of the Information and Communication Policy for the use of the Internet and school equipment for UFCC.

Student: _____

Please print your name

I have read and understand all the information given and agree to follow these procedures.

Student Signature: _____ **Date:** _____

Parent: _____

Please print your name

I support the school in the use of computers for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Head of Junior School and I will be notified of the course of action that will follow.

Parent Signature: _____ **Date:** _____