



February 2021

Dear parents / caregivers

Information Communication Technology (ICT) Acceptable Use Agreement for Foundation to Year 3 students

Immanuel Gawler has rigorous cyber safety practices in place to help support the rights of our students and staff and to create and maintain a cyber safe culture and a supportive learning environment. We aim to educate our students to understand the importance of safe and responsible use of ICT. These goals are in keeping with the values of our school plus help us to fulfil our legislative and professional obligations.

Within our school's teaching and learning program we provide cyber-connected tools such as computers, iPads and other electronic equipment and devices. As these tools connect to the internet, they bring great benefit to the teaching & learning programs offered & allow for effective operation of the school.

We wish to inform families that Immanuel Gawler monitors its ICT network activity including materials sent and received, filters and other safety monitoring software are implemented by the school to restrict access to certain sites, content and data. Immanuel Gawler does audit its computer network, internet access facilities, computing devices and other school ICT. The school's computer network, internet access facilities, computing devices and other school ICT are for educational purposes appropriate to Immanuel Gawler's environment. These rules apply whether the ICT is used on or off the school site. Please note that personal use of ICT at school should also complement the school's values and student responsibilities. Any privately owned ICT used at school, or on a school activity, may be audited if there is any indication that inappropriate material is contained on the device.

It is important that all students, parents and staff understand Immanuel Gawler's rules for the correct usage of all online learning platforms, apps and services set up for school use as well as all ICT devices provided by the school or brought into the school grounds. The responsibilities of students in the Junior Primary years through to Year 3 are outlined in the **Foundation – Year 3 ICT Acceptable Use Agreement**, which is on the reverse side of this letter. We ask that you please read through and discuss these student responsibilities as a family, ensuring that your child(ren) fully understand the importance of using ICT responsibly. Each student (in conjunction with their parents/caregivers) will be required to agree to these rules before being allowed access to Immanuel Gawler's ICT (network, equipment and devices). Please keep this Cover Letter and **Foundation – Year 3 ICT Acceptable Use Agreement** for future reference.

On the final page of this Agreement there is an **Acknowledgement Form**. Both student and parent/caregiver must sign off to indicate that the Agreement Form has been discussed and agreed upon. Once a student has returned the Acknowledgement Form to their teacher, they will then be granted access to school ICT equipment.

Should you have any questions or need for clarification of any of the content of this Cover Letter or the Acknowledgement Form please contact a member of the Staff Executive at school.

Yours sincerely

Staff Executive - Immanuel Gawler



Foundation to Year 3 ICT Acceptable Use Agreement

Safe, kind and responsible online with Digital Technologies

I will be safe-

By asking an adult for permission to use ICT and use it in a place where they can supervise me.

By only talking online to 'safe people', like family and friends.



I will be kind-

By saying please, thank you, hello and goodbye when I am online to help everyone have a good time.

By putting down a digital device when an adult asks me to.

By asking people for permission before taking a photo of them.



I will ask for help-

If I see or hear something online that makes me feel uncomfortable, scared or upset; and I know I won't be in trouble if I ask for help.



I will make good choices-

By asking an adult for permission 'before I tap' and do something new online.

By following set rules about when, where and how I can use ICT.

By using a ICT as a 'tool' during learning tasks and only using it as a 'toy' when an adult allows me to.





PLEASE RETURN TO STUDENT CLASSROOM TEACHER

Foundation to Year 3 ICT Acceptable Use Agreement

Acknowledgement Form

I, _____

(print student's full name)

have spent time with my family reading and talking about the ICT Acceptable Use Agreement.

I understand that these rules are important and I agree to follow them.

I understand that there may be consequences if I am not safe, kind or responsible.

Sign (student): _____

Date: _____

I, _____

(print parent/caregiver's full name)

have read and discussed the following ICT Acceptable Use Agreement with my child.

I understand the significance of these conditions. I understand that there will be appropriate consequences if my child does not behave in accordance with this agreement. I acknowledge it is my responsibility to supervise the use of ICT of my child when not in the care of Immanuel Gawler staff.

Sign (parent): _____

Date: _____