



February 2021

Dear parents / caregivers

Year 4/5/6 Information Communication Technology (ICT) Acceptable Use Agreement

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.

Students participating in the School's 1-1 iPad Program will be responsible for the safe-keeping of their iPad. Until the final payment is made on the iPad, if purchasing it at the end of the agreement, the iPad will remain school property and will come under all school network authority and operations. It is the student's responsibility to ensure that the iPad is at school each morning, in a protective cover and sufficiently charged for the day's activities. Students are to follow all instructions from school staff regarding iPads.

It is important that all students, parents and staff understand Immanuel Gawler's rules for the correct usage of all ICT provided by the school or brought into the school grounds. These rules are outlined in the **Year 4/5/6 ICT Acceptable Use Agreement**, which is on the reverse side of this letter. In this Agreement you will find information about students' obligations and responsibilities. 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 the **Year 4/5/6 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



Year 4/5/6 ICT Acceptable Use Agreement

Safe, responsible and ethical behaviour with Digital Technologies

I will communicate respectfully when using digital technologies by:

- Always thinking and checking that what I communicate is polite and respectful.
- Thinking about how the things I do with a digital device or share online might make others feel.
- Acknowledging the creator of information that I copy from online and present in my work.

I will be a safe user of digital technologies by:

- Protecting my personal information by being aware that details such as full name, photo, date of birth, address and contact details are not shared online. I will protect the privacy rights of others in the same way.
- Using the internet for educational purposes only and think critically about the actions that I take online as this forms my digital footprint.
- Speaking to a trusted adult if I identify a possible security problem; or if something makes me feel upset or uncomfortable; or if I need help.

I will be a responsible user of digital technologies by:

- Following the rules and staff member instructions and using digital technologies for positive educational purposes only. Misuse may result in some form of disciplinary action such as restricted access to digital devices.
- Only using digital technologies (this includes mobile phone usage) on school site under staff supervision or unless permission has been sought from a staff member.
- Arriving to school with my iPad sufficiently charged for the day's activities. Charging will not be an option at school.
- Being respectful and careful with the equipment I use and that of others, and ensuring devices are stored wisely and carried securely.



PLEASE RETURN TO STUDENT CLASSROOM TEACHER

Year 4/5/6 ICT Acceptable Use Agreement

Acknowledgement Form

I, _____

(print student's full name)

have read and discussed the following Agreement for Responsible Use of ICT with a parent/caregiver. I understand the importance of these rules and agree to abide by them. I understand that there will be appropriate consequences if I do not behave in accordance with this agreement.

Sign (student): _____

Date: _____

I, _____

(print parent/caregiver's full name)

have read and discussed the following Agreement for Responsible Use of ICT 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: _____