January 2024

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; and filters and other safety monitoring software are implemented by the school to restrict access to certain sites, content and data. Immanuel Gawler audits its computer network, internet access facilities, computing devices and other school ICT. The school’s computer network, internet access facilities, mobile 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 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 such as smart phones 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. The iPad will remain school property and will come under all school network authority and operations until the final payment is made on the iPad, if purchasing it at the end of the agreement. It is the student’s responsibility to ensure that the iPad is at school each morning, in its protective cover and sufficiently charged for the day’s activities. Students are to follow all instructions from school staff regarding iPads. Regarding damaged iPads, families will be expected to cover the cost of any damages to iPads which have been caused by behaviours/actions considered by staff to be careless, reckless or negligent. Immanuel Gawler will cover the cost of any accidental damages relating to a child’s first damaged iPad incident, however families will be expected to cover the cost of any further accidental damage/s thereafter. If damages occur to a child’s iPad families will be contacted by Richie Cochrane (ICT Coordinator) with details regarding a plan forward which could range from immediate repair through to repairs put on hold and school use only.

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 form part of the **Year 4/5/6 ICT Acceptable Use Agreement**, which is outlined below this cover 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). This Cover Letter and the **ICT Acceptable Use Agreement** can be accessed on the school’s website or you can view this form in your "Responded Forms" section on Operoo if you wish to refer back to it with your child while at home during the school year.

The final section of this Agreement you will find an **Acknowledgement Form**. Both student and parent/ caregiver must complete this Acknowledge Form to indicate that the Agreement has been discussed and agreed upon. Once a student has completed the Acknowledgement Form, 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, the ICT Acceptable Use Agreement 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 careful with the equipment I use and that of others, and ensuring devices are stored wisely and carried securely. I understand that families will be expected to cover the cost of any damages to iPads which have been caused by behaviours/actions considered by staff to be careless, reckless or negligent; or if a child accidentally damages their iPad on multiple occasions.

**Year 4/5/6 ICT Acceptable Use Agreement**

**Acknowledgement Form**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (print student’s full name)

have read and discussed the ICT Acceptable Use Agreement 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 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_