



Ingle Farm East Primary School R - 6

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Student ICT & Cyber Safety Agreement

Please read and discuss carefully with your child and tick each statement. Please return to your child's class teacher.

Ingle Farm East Primary School will:

- **enhance learning through the safe use of technology**
- **work with our families to encourage and develop an understanding of the importance of cyber safety through education**
- **respond to breaches of this agreement in an appropriate manner**
- **welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.**

Acceptable use and conditions:

I will:

- protect my password
- only use my allocated device, only for my learning and tasks set by the teacher
- only use any device with the permission of a teacher
- only use the internet with the permission of a teacher
- follow all instructions from teachers when using school devices
- tell the teacher immediately if I think someone is using my account
- tell the teacher immediately if there is damage to my allocated device
- tell the teacher immediately if I see someone using a device irresponsibly
- tell the teacher immediately if I see any information on the device that is not acceptable in a school environment
- only connect any ICT device to the school network with staff permission,
- only browse or search appropriate websites
- only use material from Internet sites or other sources I have permission to do so
- reference pictures and material I download from the Internet
- handle all devices with care
- make sure that any comments that I post or any work that I wish to have published is respectful, carefully written and well presented
- maintain personal safety and privacy while accessing the Internet
- ask the teacher if I am unsure about anything involving ICT usage
- maintain personal safety and privacy while accessing the Internet.

I will not:

- use school ICT equipment until my parents/caregivers and I have signed the ICT User agreement
- let other people log-on to my account and I will not log-on to other people's accounts
- give out my last name, phone number, address, photographs or other details about myself or others
- interfere with other people's work, which may result in it being changed, vandalised, lost or deleted
- touch or unplug computer cords and cables such as keyboard/mouse cables or power cords
- use any device to be mean, rude or unkind about other people or that violates the privacy of others online
- bring or download any movies, music and images that are not used for school work
- store personal or confidential information on any device
- create, transmit or knowingly receive; offensive, obscene, or indecent document or images.

I understand that:

- I will be held responsible for all my actions while using online services and for any breaches of directions
- the misuse of online services may result in the withdrawal of access to services and other consequences
- I may be legally liable for misuse of the computer and the police may be contacted
- I may be financially responsible for misuse of the device and resulting damage
- the school cyber-safety strategies apply to any devices brought to school

I have read and understand the above use, conditions and consequences of ICT use associated with Ingle Farm East Primary School

If I am unable to support the use, conditions and consequences of this Use Agreement I will be unable to access ICT at Ingle Farm East Primary School

If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

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| Print name of parent/caregiver or legal guardian _____ | |
| Signature of parent/caregiver or legal guardian _____ | |
| Print name of student _____ | Year level _____ |
| Signature of student _____ | Date _____ |

Policy reviewed April 2024