



2024 INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) AGREEMENT (Years 3-4)

At St Catherine's School, we aim to develop confident and careful creators and users of Information and Communication Technologies (*CESA Key Capabilities*). This agreement outlines responsibilities and practices to support the safe use of ICTs at St Catherine's School.

Introduction

This agreement sets out the terms on which your child may access ICT facilities St Catherine's School provides. This includes hardware, software, the school network and cloud computing services. By signing this agreement, students and parents/guardians are agreeing to the terms set out in this agreement, including the consequences of breaking any set rules. You will need to sign and return this agreement before being allowed to access these services.

Providing access for our students to current ICT is a privilege that the school community is committed to, educationally and financially. To ensure the successful use of ICT, certain responsibilities need to be formalised and adhered to.

This document outlines the acceptable use of ICT at St Catherine's School. This document should be read carefully by parents, teachers and students, and is to be signed by all parties as a sign of understanding in support of the responsibilities and expectations associated with accessing the network and internet at St Catherine's School.

Network

ICT is used to support and enhance the learning program. Our computer network allows people to interact with many computers. All computers and peripheral technology, including but not limited to smartwatches, mobile phones, iPads, 3D printers, and projectors are to be used in a responsible, efficient, ethical and legal manner. Unacceptable use of ICTs by students will result in a loss of access to the technology.

Student Responsibilities

Students need to-

- Log on with their own username and password.
- Respect the rights and feelings of other computer users.
- Treat the equipment with respect at all times.
- Use the ideas of others only as a basis for creating their own work.
- Log off when finished with the device.
- Respect the integrity of the network by not accessing/altering others 'work space'.
- Ensure they do not deliberately interfere with files and data belonging to others.
- Report any inappropriate content to a parent/teacher immediately.
- Ensure they do not share inappropriate content with others.
- Only access appropriate websites and applications.

Staff Responsibilities

Staff will:

- Encourage fair and equitable access for all students to ICT.
- Use the CESA Key Capabilities ICT continuum to guide teaching specific skills to enable students to use the available software and peripherals. <https://kcc.cesa.catholic.edu.au/the-capabilities/confident-and-careful-creator-and-user-of-ict>
- Provide general supervision of internet access.
- Regularly discuss this policy with students.



- Follow-up on breaches of the policy stated herein.
- Respond to parent questions regarding the use and maintenance of laptops at home.
- Seek assistance in the maintenance of the laptop if a parent or student reports an issue.
- Stay abreast of policy changes.
- Teach students ethical, social and technical protocols when collaborating, creating and communicating ideas, information and solutions face-to-face and online.

Parent Responsibilities

Parents will:

- Discuss this agreement with their child/ren.
- Attend an annual ICT information/cyber safety session provided by the school. **This is scheduled for Tuesday 6th February at 6.15pm. Please register your attendance via the school website.**
<https://www.stcaths.catholic.edu.au/community/parent-attendance-registration-form>
- Support their child to report any damage.

The Conditions

It is acceptable:

- To use the Internet for research, information and online learning that relates to education at school.
- To communicate with peers, teachers or other persons who are involved in education, when appropriate.
- For students to access their own Office 365 account.
- For parents to access their child's Office 365 account.
- For teachers to access their students' Office 365 accounts.

A responsible user will:

- Always use their own username and password to access the network and internet at St Catherine's School.
- Use their device for educational purposes.
- Use the internet with an adult's knowledge and consent.
- Be polite and respectful in their communications.
- Use appropriate language.
- Access and retrieve their own files only.
- Maintain privacy and not reveal their username or password to any other student.
- Maintain privacy and not reveal their own or other's phone number, address or personal details.
- Report to teachers (or parents) immediately any illegal or irresponsible activities.
- Ensure the adequate functioning of the device before beginning school at the start of the day and inform the class teacher upon arrival if this technology is malfunctioning or is inoperable.
- Maintain acceptable standards of laptops so that they are operable and cosmetically sound (no stickers, free from large scratches, dents, dirt, cracks etc.)

It is unacceptable to:

- Transmit or deliberately access and/or receive any material that may be considered inappropriate in that it may be of a threatening, sexually explicit, offensive, or discriminatory nature or material that may be harmful either physically or emotionally to others. This encompasses examples of Cyberbullying (see Cyber Bullying and e-crime)
- Log on with someone else's username and password.
- Change any file that does not belong to the user. This includes shared drives such as the Internal S: Drive.
- Reveal their password to anyone not authorised to receive it, nor obtain anyone else's password.
- Breach any laws such as copyright (including software) or undertaking any unlawful activity as defined in Commonwealth or States laws.

- Interfere with or disrupt any other users on the network through their activities.
- Place personal details or photographs on the internet, or the details of any person without authorisation.
- To use the school email accounts for non-school purposes.
- Order materials, services, or goods from the internet.
- Use internet chat sessions, news groups or any other interactive facility without the teacher's permission. This includes uploading footage of any part of the school or students, school uniform or school logo to sites such as YouTube or other internet-sharing communities.
- Claim others' personal views/works as your own without acknowledging where you found this information (referencing).
- Download any material without the teacher's permission.
- Allow your device to be placed in a situation whereby it is, or may be damaged or broken (either external or internal damage) through negligent action.
- Install applications/games without the teacher's permission.

Inappropriate actions will garner a consequence in consultation with parents, staff, and student

CYBERBULLYING AND E-CRIME

St Catherine's School takes your child's safety and personal wellbeing seriously. Please ensure that your child knows what constitutes cyber-bullying.

What is cyberbullying?

E-technology provides individuals with a powerful means of communicating instantly with others positively and negatively. Cyberbullying involves using e-technology to victimise others, usually via an internet service or mobile technology. Cyberbullies may use email, chat room discussion groups, instant messaging, web pages or SMS (text messaging) to harm another person. Activities can include communications that seek to intimidate, control, manipulate, put down or humiliate the recipient. Examples may include flaming (repeated negative messages), sexual and racist harassment, denigration, sharing inappropriate images, impersonation, trickery, exclusion and cyberstalking. The targeted person often feels powerless and may need assistance to work through the situation.

What schools are doing to protect children?

Research shows schools are one of the safest environments for your child. Cyberbullying has been found to occur more often outside of school although it may follow incidents at school. St Catherine's School wishes to advise parent/s and caregivers that it is important to discuss what is acceptable to communicate via email/internet, as well as ensure parents/caregivers have access to the content shared between their child and their friends/peers. Student computer login details can be shared with parents to allow them access to their child's account.

What can I do if I am unsure, or I believe cyberbullying is occurring?

- Communicate with your child's teacher who may refer the matter to the Principal.
- Visit the eSafety Commissioner website and use the REPORT ABUSE function:
<https://www.esafety.gov.au/key-issues/cyberbullying>

St Catherine's School expects students/parents/guardians/staff do not:

- Communicate about students, teachers, or staff at St Catherine's School in a degrading manner or in a way that would offend or cause hurt feelings.
- Seek to email or in any other way communicate with a member of the school community with the intention of abusing, bullying, or causing hurt feelings.
- Swear or in any way use offensive language when discussing a member of the school community. Referring to a staff member in derogatory terms or a threatening manner is a serious breach of policy.
- Pretend to be someone else to deceive or provide misleading information.

- Arrange to meet with a member of the school community using electronic means to perform an act, which would not reflect our school values or be classified as a criminal act.
- Use degrading or offensive personal remarks about a member of our school community.
- Share or view inappropriate content or encourage the viewing of inappropriate content.
- Upload video or images of students or staff of St Catherine's School to shared community sites such as YouTube, or allow any likeness of the grounds, uniform, students, or staff to be uploaded to such sites without express permission by staff and the parent community.
- Use social media to make fraudulent (untrue) claims about members or ex-members of our school community.

School closure, online or distance learning

In the event that the school is required to close during term time, and where students are expected to continue their learning from home, each student in Years 3 and 4 will be able to take their allocated MacBook Air, charger and charging cord home. In this event, the child's parent/guardian is responsible for ensuring that the MacBook Air is looked after with care, and returned to school on recommencement after the closure. Any damaged or missing items will be charged to the parent/ guardian. It is also the responsibility of the parent/ guardian to ensure that the terms of this agreement are adhered to for use at home.

The following main principles of care apply to MacBooks at school and home:

- Food or drink must not be next to the MacBook Air at any time.
- Cords, cables, and removable storage must be inserted and removed carefully.
- The MacBook Air must be used on a solid surface at all times and not on soft surfaces like a sofa, bed, couch etc., as it may overheat due to the location of the vents on the device.
- The MacBook Air should not be used outside or in environments which may cause water or dirt damage.
- Students must not etch or engrave any part of the MacBook Air. This voids the warranty and repair costs will be passed on to the parents/caregivers.
- Students must not carry their MacBook Air with the screen open. The device must be closed when carried.
- The MacBook Air must be securely stored whilst not in use at home and school.
- Students must not lean on the top of the MacBook when it is closed.
- Students must not place anything on the cover that will press against the MacBook Air.
- Students must not place anything on the keyboard before closing the lid (e.g. pens, pencils, USB drive or headphones)
- The screen may be cleaned with a soft, dry cloth or anti-static cloth.
- Data stored on school property (device, shared network drives or Cloud Computing Services) cannot be considered private.
- Devices should be shut down and restarted daily as a general practice.
- The MacBook Air and any external storage used at school (e.g. USB flash drives) must not store any unlawful material.
- The MacBook Air should be returned to its charging station when not in use.



ICT USER AGREEMENT

Parent/Caregiver Section -

I (name) _____ have read the St Catherine's School Information and Communication Technologies Agreement and have discussed the information outlined in the policy with my child. I agree that my child will be bound by the guidelines for the appropriate use of all ICTs at St Catherine's School. I understand that I am responsible for ensuring my child adheres to these guidelines when using school-provided ICTs at home.

Signature: _____ Date: _____

By signing this Certificate of Compliance, I also agree to be bound by the terms of the St Catherine's School MacBook Air Information Guide.

The Acceptable Use of ICT and MacBook Information Guide are available on the school website <https://www.stcaths.catholic.edu.au/our-school/policies-reports>. They will also be distributed via Audiri.

Student Section -

I (name) _____ have read and talked through with my parent/caregiver, the St Catherine's School information and Communication Technologies Agreement and I agree to follow the guidelines for the appropriate use of all ICTs at St Catherine's School.

Signature or print name: _____ Class: _____