

# Queen of Peace Parish Primary School



## Student Responsible Use Acknowledgement Form Years P - 2

Student's Name: .....

Grade: .....

Access to **Information & Communication Technology** at Queen of Peace Primary School is provided to promote educational excellence through resource sharing and communication. Students may only use the internet with teacher permission and for educational activities. Internet access is also screened by Catholic Education Melbourne, through tools such as IronPort or Zscaler, which aims to ensure that inappropriate sites are avoided.

The School may store personal information in the 'cloud' which may mean that it resides on servers of third party cloud service providers. For more details check <http://www.gopaltonameadows.catholic.edu.au/page/209/Privacy-Policy>

The school aims to abide by eSmart protocols. <https://www.esmart.org.au/who-we-are/>

Note that G Suite for Education's (GAFE) Gmail has security that is monitored by the school & differs from private Gmail. Queen of Peace Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

### School Digital Tools Computer & Cloud Network

- I will take care with all digital tools and computer equipment belonging to the school, myself or others.
- I will not change any settings on digital tools and computers.
- I will not disclose passwords or try to gain access to other users' work.
- I accept all responsibility for any device I bring to school.
- Students are to use Queen of Peace approved devices. They are not to use 3G, 4G cellular devices, iPads, tablets or mobile phone hotspots to bypass security.

### Cyber Safety Using Digital Tools & Internet

- I may only use digital tools & the Internet with the supervision and permission of my teacher.
- I agree to use digital tools & the Internet in a responsible manner.
- I will report any breaches of security to the teacher.
- I will use resources wisely and be responsible when printing out information.
- I understand that my use of the Internet & digital devices will be monitored at school.
- I will respect the intellectual property rights of others.

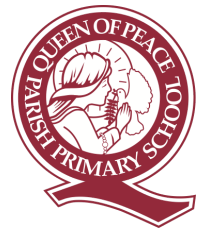
### Cyber Safety Using Email & Electronic Communication

- I may only use email (G Suite for Education's Gmail) & electronic communication with the supervision and permission of my teacher. I will not use sites, social media or communication portals rated 12+.
- I will ensure that all email such as G Suite for Education's Gmail & electronic communication I send will contain appropriate language is correctly organised and is effectively edited.
- I will not give out personal information, including my surname, address, telephone number and family details.
- I understand that my use of email such as Gmail & electronic communication will be monitored at school.
- I will follow school policy on legal, safety, cultural, ethical obligations and responsibilities

### Web 2.0 Tools

- To protect privacy and student work, all students must protect their own and any class login and password. Students are to use their own login, unless a class login is provided for a Web 2.0 tool.
- All use of School Web 2.0 tools including G Suite for Education, GAFE, Gmail and Web/Video Conferencing must be used in accordance with the Queen of Peace Information & Communication Technology Acceptable User Policy, even if students do the work from devices outside of school. Students using School Web 2.0 tools will treat these tools as a classroom space.

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# Student Responsible Use Acknowledgement Form Years P - 2

## Social Media ( No 12+ Rated Use )

- I will use Social Media responsibly & will report any inappropriate use to my parents &/or teacher
- I will not post private information about myself or others on Social Media

## Consequences

Misuse of ICT devices will result in consequences ranging from loss of privileges for a day, week, month or term. In severe cases parents will be contacted and privileges will be suspended for a term. Implementation of the most appropriate consequences will occur after discussion with the child, and either the classroom teacher, ICT Coordinator or the Principal.

## Policy

Refer to the School Website for the [Student Information & Communication Technology Responsible Usage Policy](http://www.gopaltnameadows.catholic.edu.au/page/208/ICT-Policy) or <http://www.gopaltnameadows.catholic.edu.au/page/208/ICT-Policy>

## Acknowledgement

I agree to abide by these rules and understand the consequences of misuse.

Student's Name: ..... Grade:.....

## Parents

I acknowledge that my child's photograph, work or video footage may be published with discretion as deemed appropriate by the school. I understand that use of children's surnames or personal details be will be avoided except in newsletters.

I acknowledge that my child may use Educational Web 2.0 tools such as G Suite for Education or (Google Apps GAFE) Gmail as part of their school work. I acknowledge that a photograph of my child may be used without acknowledgment, remuneration or compensation in publications (print, websites, DVDs, CD ROMs) and/or presentations featuring the school, Catholic Education Melbourne (CEM) and the Catholic Education Commission of Victoria Ltd (CECV). If parents do not wish their child's image or work to be published in this way please notify the ICT Co-ordinator in writing of this matter. I will discourage my child from using sites, social media or communication portals rated 12+.

I have read and discussed these guidelines with my child.

Parent's name .....

Parent's signature.....

Date.....