



## **TAYLORS LAKES PRIMARY SCHOOL AGREEMENT 2021 FOR THE USE OF COMPUTERS and DIGITAL EQUIPMENT INCLUDING MOBILE PHONES, ETC.**

Students at Taylors Lakes Primary School will have access to the **Internet, Google Apps for Education and email and Microsoft Education for** educational purposes. To support students in the use of these programs all students will participate in a Cyber safety program and must abide by school rules for the use of ICT.

**In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information**

- 1. Students must not knowingly access or try to access any material that is not appropriate for school use. (Filters are in place that restrict students to Education approved sites where possible. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**
- 2. If students find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen they should turn off the screen (not the computer) and report the incident to their teacher who can investigate the problem.**
- 3. Students must not use the Internet, Social Media or email to bully, harass or intimidate another person.** Laws exist regarding cyberbullying and the school will enact our discipline procedures when dealing with this issue.
- 4. Students must not use inappropriate language in any communication.** A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
- 5. All students are given user names and passwords to access computers and the internet. Students must keep their passwords private and secure. If a student becomes aware that others know their password or that of someone else they must notify their teacher immediately.**
- 6. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the IT coordinator or the Principal. Some online activities are illegal and as such will be reported to police.**
- 7. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent who will receive an invoice for the repair.**
- 8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers. Students should seek permission to use USB sticks in school computers.**
- 9. Students must not use school email accounts to create an account for online activities and social media sites.**

10. **Student use of mobile phones and any personal device that has internet access while on school property is forbidden.** The school recognises the need for some students to contact parents before and after school and **provides safe storage for these devices in the classroom.** We want all students to be safe and secure while at school therefore **to maintain all student's right to privacy and good order in the school** we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices also can distract students from their learning.

**These devices MUST be handed to the teacher upon arrival at school.**

11. **The use of iPads and phones as cameras on excursions, camps and extra-curricular activities is permitted as long as there is no internet connection i.e. sim cards must be taken out of the device. On these occasions the children are responsible for the device.**

***The recording of images and sounds can breach students' rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don't want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires your consent. Consent can be withdrawn at any time.***

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## **COMPUTER USE AGREEMENT**

**Students along with their parents must sign this agreement to have access to Digital Technologies .**

**Student Name .....**

**Parent Name .....**

**I agree to use computers, cameras etc. in a safe manner and I understand the rules of this agreement. We will follow and support the schools eSmart guidelines at all times.**

**Student..... Parent.....**

**DATE \_\_\_\_\_**