St Francis Xavier’s Regional Catholic School

Permission From

Student and Parent ICT Agreement 2016

At St. Francis Xavier's School, we understand the importance of teaching students how to use technologies effectively and responsibly. We integrate technology across all areas of learning to make sure we provide students with a dynamic, future-focussed learning environment. Technologies include computers, digital cameras, iPods, iPads and/or other android devices, video cameras, scanners, data projectors, televisions, USB store/flash drives, MP3 players and mobile phones.

It is therefore important that all technologies are to be used in a responsible, efficient, ethical and legal manner. The ‘Communication/Network Use Policy’ is available on the school’s website: www.sfx.catholic.edu.au or may obtain a copy from the front office, and contains a comprehensive list of the expectations and guidelines around ICTs.

STUDENT RESPONSIBILITIES FOR USING TECHNOLOGY

- I will only use the network or devices in connection with curriculum activities and the guidelines set out by my teachers and staff
- I will only use the programs or sites supplied and approved by the school
- I will respect the equipment, resources and services by using them responsibly with care
- I will use my device, or the school technology equipment, during the school day only during lesson times and when granted permission to do so by the teacher in support of my learning
- I will only save my school files to the network
- I will keep my passwords and accounts to myself only
- I will keep my personal details to myself, and will only use these to access the computer network
- I will follow the copyright laws in regards to music, images, videos, software and other people’s work
- If I copy information from the internet, I will let others know by sharing the website link to acknowledge the creator
- I will use the internet ethically by not accessing unacceptable material, or uploading or downloading non-academic related files / software
- I will use email responsibly and with care, and will not open attachments from unknown sources as they may contain viruses
- I will only use appropriate language in documents and email correspondence, thinking about what I write to make sure it is polite and respectful
- I will maintain respect for all individuals and therefore never use technology in ways that can offend, cause stress or intimidate others by being safe, ethical and respectful
- I will report incidents of cyber bullying to a member of staff
- I understand that the school will check the contents of my personal drive and will monitor the websites I visit
- I will let a teacher or ICT Staff know if I have broken this Policy accidently, or if I become aware that any other student has done so
I understand that irresponsible and unacceptable use of ICT’s will result in the implementation of a management plan. Teachers can recommend immediate action for repeated and/or more serious offences which may result in:

- Students losing the privilege of using the ICT equipment and facilities for a period of time
- Students being billed for damages caused through misuse of the equipment and facilities owned by the school and other students
- The school will work with the police and other authorities in any investigation relating to the illegal uses of the computer network

No access to ICT’s will be permitted until this agreement is signed, indicating an agreement by students and parents to the contract. All students will be held accountable for their use of school and personal technologies, and the consequences of unacceptable use will be followed as per school policies.

Student Contract
I sign here to show that I understand the guidelines for using ICTs at St. Francis Xavier’s Regional Catholic School, and will follow them.

Name ___________________________________________________________ Year Level in 2016 ________________

Signed __________________________________________________________ Date ______________________________

Parental Agreement & Consent Form
I have read and discussed the Student Responsibilities regarding the use of ICTs at St. Francis Xavier’s. I sign here to approve my child’s use of ICTs under these conditions. I understand that any personal electronic devices that are brought to school by my child remain the responsibility of my child, not the school. I understand that I may be asked to cover the cost of repairs to hardware that has been damaged by my child.

Name __________________________________________________________

Signature ___________________________ Date ______________

This document will be kept in your child’s file. Please contact the Principal or your child’s class teacher if you have any concerns about this agreement.