



Acceptable Use of ICT Agreement for Students Years 5-6

This Acceptable Use Agreement applies to students in Years 5-8 when using ICT.

St Andrew's Catholic Primary School Werribee reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

My responsibilities when using ICT

I understand that when I use school technology:

I will use polite and respectful language in messages, emails, and online chats.

I will not share my full name, home address, phone number, passwords, or other personal details. If someone asks for my personal information, I will tell a teacher or a trusted adult.

I will not share my passwords with anyone and will not use someone else's login.

If I see something online that seems wrong or suspicious, I will ask my teacher.

I will not copy other people's work without permission. If I use something from a website, AI, or another source, I will say where I obtained it from.

I will only use the apps and websites my teacher allows.

I will not open, change, or delete other students' or teachers' files.

If I see or experience anything unsafe, uncomfortable, or upsetting online, I will tell a teacher or a trusted adult at school right away.

What I am not to do when using ICT

For my safety, and the safety of others:

I will not try to get around school internet filters or use my phone's internet at school.

I will not take, share, or post pictures, audio recordings or videos of others without their permission.

I will not use AI to alter photos or videos of others unless my teacher allows it for schoolwork.
I will not use peer to peer sharing (i.e. AirDrop) or other sharing tools without permission. I will only share files if my teacher allows it.

I will not open messages from unknown sources because they could be harmful.

I will only use school devices during class for activities related to my learning

Consequences for a breach

If I break the rules of this Agreement my school will:

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- Report and document the incident
- Assess the severity of the incident
- Contact parents or guardians to discuss the incident
- Apply appropriate logical consequences from determination of School Leadership with reference to the St Andrew's School Student Behavior and Support Procedures and Policy and the St Andrew's Student Bullying Prevention and Response Procedures and Policy.

As a student at St Andrew's Catholic Primary School Werribee

My school also requires me to . . .

- Disable smart watch (if I possess one) features while I am at school
- Not make use of my mobile phone (if I possess one) during the school day

Student Agreement

I have discussed this Agreement with my parents and agree to follow all of these rules.[Schools may add information to support their context]

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Student Code of Conduct, which I have agreed to uphold, and consequences may apply.

Student Name: _____

Student Signature: _____

Date: _____]

Parent / Carer Agreement

- [I agree that my child may use educational web tools such as Google Workspace for Education / MS 365 CoPilot as part of their schoolwork that uses off-site servers.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent / Carer Name: _____

Parent / Carer Signature: _____

Date: _____