

# Our Lady of Mt Carmel Primary



## Technology Acceptable Use Contract - Stage 2 and Stage 3

Learning at our school incorporates the use of various information and communication technologies (ICT). This contract outlines the responsibilities of children when using ICT. The ICT devices used at school include computers, cameras, ipads, phones, recording devices, televisions etc. The underlying principles of this contract is that "The community of OLMC is safe and respectful."

Child's Name: \_\_\_\_\_ Class: \_\_\_\_\_ Date: \_\_\_\_\_

### When using ICT I will show *am Safe* by:

- Only using my own password
- Using Web Pages chosen by a teacher
- Staying within the website I am in unless a teacher lets me follow a link
- Only using email, instant messaging, etc. when allowed to by a teacher
- Keeping personal details about myself private while using the Internet
- Reporting inappropriate material to a teacher immediately. These may include inappropriate emails, chats, images, websites or popups
- Acknowledging the author of any work I use, and using it in my own words

### When using ICT I will show *Respect for myself and others* by:

- Taking turns or following the group member role given to me when using computers and other technology
- Making sure I get the teacher's permission to use computer games, apps or websites
- Asking a teacher's permission before downloading files or apps from the Internet
- Keeping other people's name and information about them private while using the internet
- Not participating in cyber-bullying and informing an adult if it happens to me or another person
- Only sharing appropriate files and images with my friends if I have a teacher's permission.
- Using appropriate language in any online communication.
- Communicate in online chat groups at appropriate times. OLMC students don't communicate in the groups between 6:30pm and 8:00am as we respect family time.

### When using ICT I will show *Respect for equipment* by:

- Using the all technology carefully with respect
- Immediately telling a teacher if the computer or other technology is broken
- Only using a USB, CD, DVD, games or other devices if a teacher gives me permission
- Leaving the installation of software to a teacher or technician
- Making sure my hands are clean when using the computer
- Keeping food and drink away from the computer
- Only using the printer if the teacher allows me to print

### What happens if I break this agreement?

- My teacher will talk to me about what I have done wrong
- The technology coordinator, stage leader, assistant principal and principal may be informed about what happened
- My parents will be informed about what happened and the consequences
- I might not be able to use the computers or other technology for a period of time

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Parent's Consent

- I have read the Our Lady of Mount Carmel Acceptable Use Contract. I understand that the computer and internet access is designed to enhance my child's learning. I also recognise that every effort is made to monitor and restrict access to controversial materials.
- I understand that cyberbullying is not acceptable. If student online behaviour outside of school time has an impact on the class, the teachers may need to work with parents to address the issue. This may result in school based consequences and an interview with parents.
- I have discussed the student contract with my child and agree to its terms.

Parent/Carer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_