



Edwardstown Primary School

ICT User Agreement (R-6)

To the parent, caregiver, legal guardian,

At Edwardstown Primary School, we strive to give students the best learning opportunities possible. To enhance learning across all curriculum areas, teachers integrate the use of information and communication technology (ICT) tools. In order to do this in alignment with our school values of **doing your best, respect, care and compassion** we have established the following guidelines to ensure students are safe while using ICT tools and that learning remains the central focus of their use. We ask you to read this form carefully and share the relevant sections regarding strategies and expectations with your child/ren.

We support the use of current and emerging ICT tools by ensuring students are educated in how to use technology safely and for its intended purpose. All year levels engage with related cyber-safety education. Staff at all year levels teach the Child Protection Curriculum, which has specific modules about using technology and the internet safely. One of the over-arching general capabilities of the Australian Curriculum is the Information and Communication Technology Capability. At each year level this aims to develop student understanding of how to participate in an increasingly connected world, safely and responsibly.

Any data sent and received using the Edwardstown PS network/WIFI is monitored and filtered to restrict access to certain sites and data, including e-mail. While every reasonable effort is made by schools and Department for Education administrators to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, the department cannot filter internet content accessed by your child from home or from other locations away from school or by use of cellular sim cards. The Department for Education recommends the use of appropriate internet filtering software at home.

The ICT User Agreement includes information about your obligations, responsibilities, and the nature of possible consequences for students, associated with breaches of this agreement. Public school students in SA also have access to Office 365, provided by the department.

All students will be issued with an ICT User Agreement and once signed consent has been returned to school, learners will be able to use the school ICT network and equipment.

More information about online safety can be found at:

-  [eSafety Commissioner – Australian Government Advice for Educators, Students and Parents about Cyber-Safety](https://www.esafety.gov.au/parents) <https://www.esafety.gov.au/parents>
-  [Australian Federal Police – Child Exploitation Prevention](https://www.thinkuknow.org.au/) <https://www.thinkuknow.org.au/>

Please don't hesitate to contact the school leadership team, if you have any concerns about your child's safety in using the internet and ICT equipment/devices at Edwardstown PS.

Kind regards,

Ashley Blight – Ashley.Blight57@schools.sa.edu.au

Assistant Principal (Innovative Pedagogies - Digital Learning and Numeracy)

Student responsibilities / Safety strategies while using ICT tools and/or the internet

Parents / caregivers, please discuss these responsibilities / strategies with your child/ren:

1. I will use school ICT equipment only when my parents/caregivers have signed my ICT User Agreement form and the completed form has been returned to school
2. I will use the computers, laptops, iPads and other ICT equipment only for my learning and only with my teacher's permission.
3. I will only go online or use the internet at school only when a teacher gives permission and an adult is supervising.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will only use the internet, e-mail, mobile phones (if applicable) and any other ICT equipment for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
6. I will keep my passwords and login information private.
7. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will; not show others, turn off the screen (or minimise it) and speak to a teacher straight away.
8. Any personal ICT equipment/devices brought to school (including mobile phones, smart watches, iPads, games, cameras, and USB/portable drives, etc.) are not to be used at school during school hours (or in the school yard between 8:35am and 3:30pm) unless specifically requested by a staff member. Any device brought to school is done so at the student's risk. The school will not accept responsibility for the device.
9. I will not put any personal information into online platforms including any of the following:
 - my full name, address, e-mail, phone numbers, photos of me and/or people close to me, identifiable photos that are associated to Edwardstown Primary School
10. I will be careful and will look after all our school ICT equipment by:
 - Using equipment sensibly so that it is not damaged or used inappropriately
 - following our school cyber-safety strategies
 - telling a teacher about anything inappropriate, negative behaviour or damage.
11. If I do not use ICT and the internet in a safe, responsible and respectful manner (as outlined in this agreement), the school may contact my parents/caregivers and consequences may include limiting or banning my access to ICT devices and the school network.
12. It is my responsibility to save and back-up my work in a secure location (school network, USB device, secure cloud services like OneDrive or Google Classrooms)

ICT Agreement Breaches (Consequences)

If students are not following the agreement as outlined, the following consequences will be applied:

1st Offence – Unable to use any school devices for the remainder of day, an email / message / phone call home from teacher.

2nd Offence – Unable to use any school devices for the remainder of day, possible timeout, an email/message/phone call home from leadership staff.

3rd / Ongoing Offence(s) – Termination / restriction of technology privileges for a set amount of time and student to revisit ICT User Agreement with leadership and parents.



Edwardstown Primary School ICT User Agreement (R-6)

Please read this page carefully to check that you understand the student, parent and school expectations of the Edwardstown PS ICT User Agreements. Return a signed copy of this agreement to the school.

I understand that Edwardstown Primary School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education. This includes providing children with strategies to keep themselves safe in a connected, online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues
- regularly review policies, procedures and safety measures

My (parental) responsibilities include:

- discussing the information in this agreement about the safe use of ICT tools and cyber-safety with my child and explaining why it is important
- supporting the school by emphasising to my child the need to safe, respectful and responsible while using technology both at school and at home
- contacting the school's leadership team / my child's teacher to discuss any questions I may have about this ICT User Agreement or how technology is used at school



Please tear off this section and return it to your classroom teacher

EDWARDSTOWN PS - ICT USER AGREEMENT - 2023

I have read and understood this ICT User Agreement and I am aware of the school's initiatives to maintain a safe learning environment while using technology.

Name of child: Yr..... Rm

Name of parent/caregiver/legal guardian:

Signature of parent/caregiver/legal guardian: Date.....

Note: This agreement will remain in force as long as your child is enrolled at this school or until the agreement is amended. Any changes to the school's policy will be communicated in writing.

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY OF THE AGREEMENT FOR YOUR OWN REFERENCE