



## Acceptable Use of ICT Agreement for Students Years 3-6



This Acceptable Use Agreement applies to students in Years 3-6 when using ICT.

St Mary's College Seymour 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:

Identify the type of ICT Breach and inform the relevant school leaders or external legal authority depending on the severity of the breach.

The school follows the “Checklist for suspected ICT Breaches” that is available from the school for review.

## As a student at St Mary’s College Seymour

My school also requires me to . . .

- Use only the 1:1 device I have been allocated unless requested otherwise by ICT or the teacher
- Handle the device carefully to prevent it from becoming damaged.
- Do not use the device near food or liquid.
- Do not bring to school or use any Bring Your Own Device (BYOD) such as a personal laptop/tablet/electronic reader.
- Disable smart watch (if I possess one) features while I am at school
- Not use my mobile phone (if I possess one) during the school day
- If the device is damaged, it must be reported to the classroom teacher on the same day
- Ensure the device is not placed in a position where others could step on it

## Student Agreement

I have discussed this Agreement with my parents and agree to follow all of these rules.

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.

**I understand that in reading and acknowledging the agreement in SIMON I have agreed to abide by this agreement when I am at St Mary’s College Seymour.**

## 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 understand that payment for breakage may be required if the device is damaged and is not claimable under the standard warranty or accidental damage warranty.
- I accept financial responsibility for any damage that may occur to the device issued to my child in 2026. The device retail value in 2026 is \$639.
- In the case of a Bring Your Own Device (BYOD) being present at school. I accept all financial responsibility if any damage or loss occurs.
- I accept a BYOD item will be removed from my child if found and I will be informed that the device should not be brought to school in the future.

**In accepting the Acceptable Use of ICT Agreement through the schools LMS system I am confirming that I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences and potential costs for breaches of usage procedures.**