INTERNET USER AGREEMENT

Dear Parents/Guardians,

St. Ambrose’s Parish School uses the internet and other Information and Communication Learning Technologies (ICLT) as valuable teaching and learning tools integrated across all areas of the curriculum. We see the internet as a valuable resource but acknowledge it must be used responsibly.

Your child will have supervised access to the internet and other ICLT at school.

At St. Ambrose’s we have protocols in place to minimise the dangers of the internet and emails, these include:

- Staff and student internet access is filtered by SINA (School Internet Network Administrator), the educational cache operated by the Catholic Education Office.
- Access to search engines restricted to those only using websites that have been teacher recommended and reviewed.
- An opportunity to exclude certain sites on our server.
- An Internet Acceptable Use policy in place.
- Cybersafety programs across all year levels reinforced across all curriculum areas.
- Internet user agreements to be signed annually by students in Grade 3 to 6 and all parents.
- Provide teacher supervision and direction in online activities.
- Consequences for those who breach the acceptable use policy.

Our School Internet Network Administrator endeavours to filter as much as possible but as a consequence children may occasionally be exposed to things they should not see at school.

This internet user agreement needs to be signed by a parent/guardian after discussion with your child about what this policy means.

Until this agreement is signed, your child will not have access to the school internet, though having full access to all other aspects of the computers. On the following page please find the governing responsibilities, rules and agreement to be signed by students (Grade 3 – 6) and all parent/guardians.

This agreement will operate for a twelve month period and then a new agreement must be signed each year.

Yours sincerely

[Signature]
Robert Macklin
Principal
ST. AMBROSE PARISH SCHOOL
ACCEPTABLE USE OF INFORMATION AND COMMUNICATION LEARNING TECHNOLOGIES

USER AGREEMENT

At St. Ambrose’s Parish School, Information and Communication Learning Technologies are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

Grade 3 - 6 Student Agreement

As an ICT user at St. Ambrose’s Parish School I will follow these rules:

1. I will use the computers only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school’s ICT equipment
3. I will only use the software approved by the teacher.
4. I will look after the environment by not wasting resources; for example by:
   - not printing more copies than I need
5. I will gain permission from the teacher before downloading files
6. I will keep my password/s to myself, and not use the passwords of others.
7. I will store my own work in my folder/file on the network.
8. I will not use the school’s internet or network services to download, display, print, create, save or transmit materials that:
   - use obscene, threatening, or disrespectful language
   - are rude or abusive
   - cause offense to others or engage in bullying behaviour
   - are illegal or dangerous
9. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher
10. I will only send messages that are polite and sensible
11. I will not intentionally spread viruses.
12. I will not give out personal information such as my surname, address and phone number or that of my parents or others unless I have permission from my parents/guardians.
13. I will not publish a picture or e-mail a picture of myself without first checking with the teacher.
14. If I receive any messages that I do not like I will immediately tell a teacher.
15. I will only publish web pages or send e-mail with the teacher’s permission.
16. I know that the school may check my computer files and may monitor my school email and the internet sites I visit.
17. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
18. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school’s ICT.
19. I will not copy other people’s work and call it my own, including pictures and information I find on the internet and network.
20. I will not access chat or social networking sites at school.
21. I will not disable settings for virus protection, spam and filtering that have been applied through the school and not attempt to evade them through use of proxy sites.
22. I will think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
23. I will not look at, copy or delete other people’s files.
24. I will not to email, copy or use any photos taken of students or teachers without their permission.

If I break any of these rules, then I may be unable to use ICT at school and I will need to renegotiate how and when I use ICT with the Principal.

Student’s Name: ________________________________
Signature: _____________________________________
Dated: _________________________________________

PARENT AGREEMENT

I have discussed the above with my child.

Parent’s Name: ________________________________
Signature: _____________________________________
Dated: _________________________________________

TEACHER ACKNOWLEDGEMENT

I have reviewed the above with this student.

Teacher’s Signature: _____________________________
Dated: _________________________________________
WEBSITE PERMISSION FORM

Dear Parent/Guardian,

At certain times throughout the year, our students may have the opportunity to be photographed and recorded for our school publications, such as the school’s newsletter or website, or to promote the school in local newspapers. On the new school website we would like to upload podcasts, videos and photographs of your children and their learning. We hope you find the content of the new website beneficial and that it provides you with greater links to your child’s learning.

Permission is required for a student’s image to be used for the above purposes. Please complete the permission form below and return to the school as soon as possible.

Thank you for your continued support.

[Signature]
Robert Macklin
(Principal)

STUDENT’S NAME: ___________________________ YEAR _______
LEVEL: _______

- I give permission for my child’s image to be published in school publications, such as the school’s newsletter or website, or to promote the school in local newspapers.

- I understand and agree that if I wish to withdraw this authorisation, it is my responsibility to notify the school.

Name of Parent / Guardian (please circle)

[Signature]
Signed: Parent/Guardian ___________________________ Date: ___________

Any personal information will be stored, used and disclosed in accordance with the requirements of the Privacy Act 1988 (Cwlth).