



St Therese Catholic Primary School

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Code of Practice Student Agreement for Internet and Digital Device Usage

At St Therese Torquay we believe that students are to be equipped to seize opportunities to broaden their knowledge, skills, attitudes and understandings to live in a changing, complex and interdependent digital world.

For that reason, St Therese encourages the learning to be enriched by strong connections, effective communicating online and offline, collaborating locally and globally; being well equipped to be safe and responsible cybercitizens.

We are aware that 21st Century students engage and will continue to engage in the digital world. At St Therese Primary School we believe cyber safe, digital literate and responsible online behaviour is an essential part of students' learning. We believe that this is best learnt in partnership with home, school and the wider community in order for students to be safe and responsible cybercitizens.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

St Therese uses the Internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and digital technologies responsibly at school.

Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed but we do our best and ensure students are given the correct tools to use these responsibly.

Code of Practice - Student Agreement for Internet and Digital Device Usage

As a student at St Therese School, I am expected to use the internet and digital resources in a responsible manner.

Therefore I am required to adhere to the following guidelines:

RIGHTS

I have the right to have access to ICT tools and services for educational purposes.

I have the right to be safe within a digital community.

I have the right to become a confident and capable user of ICT in my learning.

I have a responsibility to respond in a respectful manner and a right to be respected for my views as a responsible global citizen.

RESPONSIBILITIES

Devices

- I will take care with all digital devices and equipment owned by the school or other persons.
- I will not change the settings of any device without permission.
- I accept all responsibility for any device I bring to school.
- I will report any concerns or damage to digital devices.

Cyber Safety

- I will use my login and password only. If I forget my login and password then I will tell my classroom teacher who will organise my login and password to be reset.
- I will not disclose passwords or try to gain access to the other users work without permission.
- I will not give out personal information such as my surname, address, telephone number, and parent's work address/telephone number.
- I will not use my school email address to register for subscriptions, e.g Youtube channels, Gaming sites etc.
- If I find myself in unsuitable web pages or links I will immediately click on HOME or turn the monitor off and inform the teacher.
- I will immediately inform my teacher of any unpleasant or uncomfortable messages that I receive and I will not respond to these messages.
- I will compose email messages using language that I understand is acceptable to my school. I will be kind in my emails.
- I will never send a person my picture without first checking with my teacher.
- I will not use the internet to frighten or annoy another person.
- I will follow school guidelines and procedures when preparing materials for publications on the web.
- I will work on the web only for purposes specified by my teacher.
- I will not use material from other websites unless, where necessary, permission has been gained from the person who created the material. If I am unsure I am to check with my teacher.
- I will not download any information stored on items such as USB and CD's unless authorised by the class teacher.
- I will ensure that all digital content, software (apps), and data (eg, music, movies, documents) are legally purchased and/or have appropriate licensing
- I will use school prescribed Social Media appropriately and will report any inappropriate use to my teacher or parents.
- I will protect the privacy of others and never post or forward private information about another person.
- I will only take photos and record sound or video when it is part of an approved lesson.

- I will seek permission from individuals involved before taking photos, recording sound or videoing them.
- I will be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- I will use my Google Apps for Education (GAFE) account to assist and organise my learning at St Therese.
- I will not email/message/text, etc my parents/caregivers during school hours. If I need to get in contact with my parents I will talk with my teacher.
- I will only listen to music when approved by a teacher. The following conditions must be adhered to whilst listening to music at school:
 - Music with explicit lyrics are not permitted.
 - When listening to music a parent approved playlist must be created on on YOUR device.
 - Constant searching through music apps (Spotify, Apple Music, etc) or YouTube is not permitted.
 - Headphones must be worn at all times when listening to music ensuring that the volume is at an appropriate level.
 - Listening to music is a privilege which will be awarded accordingly.
- I will not watch or listen to YouTube unless it has been negotiated with my teacher.

Student Agreement: I agree to the Code of Practice for internet usage at St Therese school. I understand that if I do not follow the code of practice for internet and digital device use I will have my internet and digital device privileges suspended. My classroom teacher and principal will decide the length of the suspension. My parents will be informed.

Name of student: _____ Class: _____

Student Signature: _____ Date: _____

Parent / Guardian Agreement: I have read and discussed the Code of Practice for internet usage at St Therese school with my child. I understand that if they do not follow the code of practice for internet and digital device use they will have their internet and digital device privileges suspended and I will be informed.

Parent/Guardian name: _____

Parent/Guardian Signature: _____

Date: _____