



St Joseph's School Waroona, Student ICT Contract

Before you access an App, go on the Internet or Post something...

T	Is it true?
H	Is it helpful?
I	Is it inspiring?
N	Is it necessary?
K	Is it kind?

Students at St Joseph's School wishing to use ICT, agree to abide by the following rules and sign the following contract below. Parents must witness their child's signature and verify it with their own signature.

Please read the following rules for using digital devices and the Internet safely. Discuss the rules with your parents. Sign and return this form to your teacher. The contract remains in place for the entirety of your child's time at St Joseph's Waroona. Teachers will remind and review with students each year.

- I will not use digital devices and associated hardware unless there is a teacher present in the room.
- I will follow teacher direction and use devices, applications and Internet only when instructed.
- I will access teacher directed sites only.
- I will not give out any of my PASSWORDS, USERNAMES or ID'S to anyone except my parents or teachers.
- I will not view, edit or delete other student's work.
- I will not use personal games and applications in school time.
- I will not access social media e.g. Facebook, Twitter, Instagram etc.
- While at school I will only send emails with teacher permission
- I will act responsibly when emailing. I will not send, forward or share any emails, messages or communications to bully, frighten, annoy or upset anyone. I understand that the Class Teacher, ICT Co-ordinator, Assistant Principal and Principal can view and monitor my school communications, messages or emails (including emails I have deleted) at anytime.
- I will only use my school email account at school and for school use at home e.g. homework use.
- I will not open or respond to emails and communications from people I don't know. I will report the offending emails and communications to a teacher or parent, given they might not be from the person they say they are from. This also applies to social media.

- I will not send or respond to text messages while at school. (Please note it is inappropriate for parents and students to be contacting each other via text message or email during the school day. All forms of communication must go through the school office)
- I will not take, record, show or share any inappropriate or offensive material for example photos, screenshots, music, videos, artwork, sound recordings etc.
- I will not take photographs, screenshots or videos without teacher permission.
- I will treat my own device, school devices and other students' devices with respect at all times.
- I will not arrange to meet someone I have met online.
- I will not supply my picture or personal details over the Internet to anyone I meet online.
- If I see anything offensive or upsetting on a digital device, I will close the lid (Chromebook) or press the home button (iPad) and immediately tell the teacher and not show this content to other students.
- I will not answer any questions about my family or myself online.
- I will not respond to any messages that make me feel uncomfortable in any way. I will immediately report this to my parents or teacher.
- I will obey all copyright laws and will acknowledge the source of all work copied or reproduced from the Internet.
- I will not place food or drinks at or near the digital devices and associated hardware.
- I will not add or remove any software without permission from the Information Technology Coordinator.
- I will treat the computer facilities and equipment with respect and care.
- I will immediately report any hardware malfunctions or problems to the class teacher
- I will cover or lock away devices when not in use.
- I will not alter the configuration of the digital devices.
- I will ensure that my behaviour when using ICT reflects our Catholic school values.
- I will not use another student's device or allow another student to use my device unless given permission by my teacher.
- In the event of damage of my device as a result of others actions, I will not approach the other person or their family. I will report any incidents to the class teacher.
- A student's right to access digital devices at school will be removed for a period of time if they breach any of the rules in the school's Student ICT Contract.
- More serious incidents may result in the school involving the police.
- The school will take no responsibility for inappropriate use, Internet access and damage at home and outside of school hours.