



**Archdiocese of Canberra and Goulburn
Catholic Education Office
Acceptable Use Agreement**

To have access to Information and Communication Technologies at St Francis of Assisi Primary School you need to follow these agreed practices.

Student Agreement

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for commercial purposes.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature _____

Name (print): _____ Date: _____