

# CREATING OUR LEARNING COMMUNITY



## DEVICE AND INTERNET USER'S AGREEMENT – 2025 YEAR F-2

### RATIONALE

Glendal Primary School recognises that student instruction and learning will change as information communication technologies (ICT) alter the ways in which information may be accessed, communicated and transferred through access to online services.

We also recognise that electronic communication and research skills are now crucial for students as they continue their education, and as future employees.

However, the use of ICT at Glendal is a privilege, and like any other privilege, this carries responsibility. Our user's agreement applies at all times when students are utilising the school's devices, including when attending Out of School Hours Care, enrichment and extension activities, etc. in line with our overarching school value of respect.

### GUIDELINES

The Internet offers great potential learning opportunities for students. It is essential that students are able to use this technology at home and at school in a safe and responsible manner.

#### **Being safe online:**

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate sites.

#### **What does it mean to be safe online?**

Behaving safely online means:

- protecting private and personal information (we used to call this 'stranger danger').
- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or carer, and at school, a teacher.

#### **Devices and printer use expectations:**

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.

- Drafts need to be printed in black and white.

## STUDENT DECLARATION



**When using devices and the Internet at Glendal Primary School I will (please tick each):**

- only access the school network, Internet and Google for Education with my class or personal account and password.
- only use my class or personal account for activities to do with my school work.
- only look at the websites my teacher has told me to use.
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.
- always look after the school's ICT resources and anyone else's computer equipment (for example I will leave headphones tidily and not remove any parts on a device).
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **secret at all times.**
- use appropriate language, for example when sending a Gmail.
- always be nice (for example, I will share my computer) and tell an adult if something makes me or someone else feel sad.
- ask my teacher before I print anything.

I have read the Glendal Primary School 'Acceptable Device and Internet User's Agreement' with my parents or carers and discussed this information.

I understand and agree that I need to use Glendal Primary School's devices, **including desktop computers, iPads, laptops, cameras, SMART panels, printers and Robotics/coding equipment**, in a responsible manner and in accordance with the 'Acceptable Device and Internet Use Agreement'. I understand that if I choose to use the devices inappropriately or for inappropriate purposes, I will lose the privilege of using the school's computer network for a considerable period of time as determined by the Principal, and my parents may be held financially responsible for deliberate damage caused to equipment.

I understand that this agreement applies for this **school year** and until a new agreement is completed in the next school year.

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# CREATING OUR LEARNING COMMUNITY



## DEVICE AND INTERNET USER'S AGREEMENT – 2025 YEAR 3-6

### RATIONALE

Glendal Primary School recognises that student instruction and learning will change as information communication technologies (ICT) alter the ways in which information may be accessed, communicated and transferred through access to online services.

We also recognise that electronic communication and research skills are now crucial for students as they continue their education, and as future employees.

However, the use of ICT at Glendal is a privilege, and like any other privilege, this carries responsibility. Our user's agreement applies at all times when students are utilising the school's devices, including when attending Out of School Hours Care, enrichment and extension activities, etc. in line with our overarching school value of respect.

### GUIDELINES

The Internet offers great potential learning opportunities for students. It is essential that students are able to use this technology at home and at school in a safe and responsible manner.

#### **Being safe online:**

Being involved in online spaces requires students to behave responsibly - for themselves and others. This includes the language they use and the things they say, how they treat others, respecting people's property (e.g. copyright) and visiting appropriate sites.

#### **What does it mean to be safe online?**

Behaving safely online means:

- protecting private and personal information (we used to call this 'stranger danger').
- selecting appropriate spaces to work in and contribute towards.
- protecting the privacy of others (avoiding sharing personal information or images).
- students being proactive in letting someone know if something is 'not quite right'. At home this would be a parent or carer, and at school, a teacher.

#### **Devices and printer use expectations:**

- Food and drink are not permitted near any device or printer.
- Students must ensure that their hands are clean before using any device or printer.
- When in doubt students must STOP and ask a teacher for assistance.
- A device can only be used when there is an adult present to supervise.
- All student printing needs to be approved by a teacher.
- Students must check carefully which printer they need to use before printing.

- Drafts need to be printed in black and white.

## STUDENT DECLARATION

**When using devices and the Internet at Glendal Primary School I will (please tick each):**



- only access the school network, Internet and Google for Education with my personal account and password.
- respect the privacy of others **at all times** (I will never access their account).
- always use my account for activities related to my school work.
- always use the Internet within the areas specified by my teacher and with their permission (I will not access any unacceptable websites or material).
- let a teacher know straight away if an inappropriate website accidentally appears on the screen.
- only use the games or software on the school's system (I will not upload any electronic games, software or unauthorised files onto the school system).
- always look after the school's ICT resources and anyone else's computer equipment (for example I will charge a device when this is needed and not remove any of its parts).
- maintain the way in which the school's computer technicians and teachers have set up any device, including its hardware and software.
- not copy licenced material from the school's network.
- not attempt to gain access to any information resources, systems or networks or interfere with another user's work.
- log out properly at the end of the session.
- keep my personal information (for example my surname, birth date, school, photographs, phone numbers, email address/es, details about members of my family, etc.) **private at all times**.
- only create and publish work that is my own, and acknowledge when things have been copied from another source.
- use language that is acceptable at school and that can be viewed by anyone when sending a Gmail.
- take appropriate photographs.
- not create or send information that makes someone feel uncomfortable (for example information that frightens, annoys, teases or offends them).
- not respond to information which makes me feel uncomfortable (for example information that frightens, annoys, teases or offends me) and tell an adult straight away (a teacher at school or parent at home).
- tell an adult straight away if I know that someone is being unsafe or making others feel uncomfortable online (I will not be a bystander).
- always follow Glendal's 'Device and Printer Use Expectations' (see above).

I have read the Glendal Primary School 'Acceptable Device and Internet User's Agreement' with my parents or carers and discussed this information.

I understand and agree that I need to use Glendal Primary School's devices, **including desktop computers, Chromebooks, iPads, laptops, cameras, SMART panels, printers and Robotics/coding equipment**, in a responsible manner and in accordance with the 'Acceptable Device and Internet Use Agreement'. I understand that if I choose to use the devices inappropriately or for inappropriate purposes, I will lose the privilege of using the school's computer network for a considerable period of time as determined by the Principal, and my parents may be held financially responsible for deliberate damage to equipment.

I understand that this agreement applies for this **school year** and until a new agreement is completed in the next school year.

Student's Name: \_\_\_\_\_

Class: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Carer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_