



St Mary's East Malvern

GRADE 3-6 SCHOOL – ACCEPTABLE USAGE AGREEMENT 2014

Dear Parents,

Can you please read the St. Mary's - ACCEPTABLE USAGE ICT AGREEMENT with your child and sign the form below. In agreeing to follow the agreement your child accepts the responsibility of using the computers and/or Internet at St. Mary's in an appropriate manner.



St Mary's is aware of its responsibility and duty of care for students. Whilst all care is taken to teach the students the safe way to use the Internet it is still possible that students may accidentally access inappropriate material. St. Mary's will try to counteract this by teaching students to safely and effectively use this valuable resource and ensure supervision at all times. We also suggest that you create your own 'Home' agreement.

Misuse of computers and/or Internet will result in a withdrawal of student privileges immediately and parents will be duly notified. The length of the ban will be determined by the Principal, ICT coordinator, Class Teacher and parents with consideration to the severity of the offence.

Once this form is returned to school your child will be able to use the school's computers and/or Internet.

Julia White
ICT/ eLearning Coordinator

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I agree to abide by the ACCEPTABLE USAGE AGREEMENT at St Mary's and understand that if I break any rules in the agreement it may result in disciplinary action.


Name of student: _____ Year/Class _____

Signature of student: _____ Date: _____

I understand the ACCEPTABLE USAGE AGREEMENT and will help my child to follow it.

Signature of parent: _____ Date: _____

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School Computers	Internet
I will only use the school's computers with permission from my teacher. 😊	I will not let anybody else know my password.
I will follow all instructions when using the school computers.	I will not access other student's online account.
I will use the school computers with care at all times.	I will not access any website from the Internet without permission from my teacher. 😊
I will not interfere with any computer file that does not belong to me.	If I use material in my work that I have found on the Internet, I will reference where it comes from.
I will not bring software from home to load on any school computer without permission from my teacher.	If I see information on the Internet that is inappropriate I will tell my teacher straight away. 😊
I will make sure all my files are stored and organised in my school folder.	I will not reveal any personal information, including my name, home address, school, sporting club and phone numbers. 😊
I will not access another student's folder.	I understand that the ICT coordinator monitors any communication through the Internet and school intranet.
I will not use a memory stick without permission from my teacher.	I will not download from the Internet without permission from my teacher.
Printing	E-mail
I will not to print unless given permission from my teacher.	I will make sure that any email that I send is polite and not use inappropriate language. 😊
I will check that my work is correct before printing.	I will not open an email unless I know the author. 😊
	I will report any emails that are inappropriate to my teacher. 😊
	I will only use my school email account with permission from my teacher.
	I will not give my email address to a person I don't know. 😊
Multimedia	
I will only use scanners, video and digital cameras, iPads, digital voice recorders and any other technology with my teacher's permission.	

© These rules apply to 'Internet Safety' and are good rules to be used at home.