

# Acceptable Use Agreement for Students – K-2

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## MARIA REGINA CATHOLIC SCHOOL INTERNET AND NETWORK SERVICES USER AGREEMENT KINDERGARTEN TO YEAR 2 STUDENT AGREEMENT

At Maria Regina Catholic School, internet and network services are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

Using the computer is a big responsibility and I am going to agree to be a good computer user.

I want to be a good computer user so:

- I will have clean hands when I use the computer.
- I will use gentle hands when I use the computer.
- I will ask for help when I don't know what to do.
- I will share the computer with classmates.
- I know that teachers might look at what I do on the computer.
- I will not tell anyone my password.

When I use the internet

- I will tell my parents about the things I do on the internet.
- I will stay on the web pages my teacher shows me.
- I won't tell people on the internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable.

I know that I can only use the computer if I am responsible.

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

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# Acceptable Use Agreement for Students – 3-6

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## MARIA REGINA CATHOLIC SCHOOL INTERNET AND NETWORK SERVICES USER AGREEMENT YEARS 3-6 STUDENT AGREEMENT

At Maria Regina Catholic School, internet and network services are used to enhance teaching and learning through the use of digital communication and technologies for communicating, publishing, research and for learning skills.

As an ICLT user at Maria Regina Catholic School I will follow these rules:

1. I will use the technology only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the school's ICLT equipment.
3. I will only use the software and websites approved by the teacher. Sites and Applications such as Facebook, Twitter, Tumblr, Instagram, YouTube and Games are not permitted to be used unless they are used in class.
4. I will look after the environment by not wasting resources; for example by:
  - not printing more copies than I need
  - not downloading large files unnecessarily
  - checking with the teacher before printing
5. I will not tell anyone my passwords and not use the passwords of others.
6. I will store my own work in my folder/file on the shared 'O' drive, on my own USB and only use my own Google Drive account.
7. I will not use the school's internet or network services to download, display, print, create, save or transmit materials that:
  - use threatening, or disrespectful language
  - cause offence to others or engage in bullying behaviour
  - are illegal or dangerous
8. If I accidentally come across something inappropriate I will immediately click on the home or back button and inform the teacher.
9. I will only send emails that are related to my learning.
10. I will not use technology to intentionally spread viruses.

11. I will not give out personal information such as my name, address and phone number or the personal information of anyone else.
12. I will not publish a picture or e-mail a picture of myself or anyone else without first checking with the teacher.
13. If I receive inappropriate digital communication I will immediately tell a teacher.
14. I will only publish web pages or send e-mail with the teacher's permission.
15. I know that the school may check my computer files and may monitor the internet sites I visit.
16. I know that the school will take all reasonable precautions to ensure that I cannot access inappropriate materials but it cannot be held responsible for the material I access through the internet.
17. I know that the school will not be responsible for any loss of data or for the accuracy of the information I obtain through the school's ICLT.
18. I will not copy other people's work and call it my own, including pictures and information I find on the internet and network.
19. I will not change the background, cursor or settings on any technologies.

### **MARIA REGINA iPad USE**

When using the iPads, I understand that I must respect these rules:

1. I will only take photos and screen shots that are being used for educational purposes.
2. These sites are not permitted to be used unless they are used in class:
  - a. Facebook    b. Twitter    c. Tumblr    d. Instagram    e. YouTube    f. Games
3. I will not download any applications onto the iPad.
4. I will respect all distribution and collection procedures.
5. I will not touch the « Settings » without permission of my teacher.
7. I will not use the apps that are not linked to my learning. I understand that there are multiple apps which are used by other classes and respect their use.
8. I will only use my email address to send documents or information that is related to my project subject.
9. I will not change the background of the iPad.
10. I can use the iPad to complete my projects and follow the directions given by my teacher.
13. I will save my work to my Google Drive account.

If I break any of these rules, then I may be unable to use ICLT at school and I will need to re-negotiate how and when I use ICLT with the principal.

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

Parent/Guardian's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

# PARENT/GUARDIAN AGREEMENT - ICLT

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I understand that Maria Regina Catholic School provides students with access to Information, Communication and Learning Technologies (ICLT) and internet and network services that may include computers, iPads, the internet, intranet, e-mail, chat, bulletin boards, weebly, google apps and google docs to enhance teaching and learning.

School and diocesan personnel responsible for the email system have the ability to access, monitor, use or disclose emails and associated administrative data for the purposes of administering the system and ensuring its proper use. In signing this agreement you consent to such access, use and disclosure.

I agree to (student's name) ..... using the internet and network services at the school for educational purposes in accordance with the attached Acceptable Use Agreement for Students.

I understand that the school cannot control what is on the internet and that some materials on the internet may be inappropriate. I understand that the school will take all reasonable precautions to minimise the risk of exposure to unsuitable material. I understand that the school will not be responsible for any financial obligations my child incurs through use of the network services.

I believe my child understands this responsibility, and I hereby give my permission for him/her to access all technologies under the school rules. I understand that students breaking this agreement may result in the loss of access to ICLT and network services access for some time, as determined by the Principal.

Parent/Guardian's name: \_\_\_\_\_

Parent/Guardian's signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_