

ICT Acceptable Use Policy and Years R-2 ICT Acceptable Use Agreement

Dear Parents/Caregivers and Students,

At Walkerville Primary School, your child's safety is our top priority. To keep our students safe while using information and communication technologies (ICTs), we've created guidelines that align with our school's core values. Please take some time to read this document. It explains how we use ICTs to support learning safely. After reviewing it, kindly discuss the key points with your child, then sign and return the attached *ICT Acceptable Use Agreement Years R-2* form. Thank you for helping us keep our school community safe and informed.

ICT Acceptable Use Policy

Cyber-Safety Practices

We take cyber-safety seriously. Parents/caregivers and students in years 3-6 must sign an ICT Acceptable Use Agreement. This agreement is part of our child protection education, ensuring that students learn how to stay safe online through programs like the Keeping Safe Child Protection Curriculum.

Use of ICT Devices

Our school's computers, internet, and other ICT devices are essential tools for learning. When at school, devices should be used for educational purposes only, whether they are owned by the school or brought from home. At school students should not use devices to surf the internet or play games for entertainment, take social photos or access any other application unrelated to learning.

Care and Maintenance of Devices

Students are expected to take good care of school-owned ICT devices and any personal devices used for learning. This includes:

- handling devices carefully and keeping them clean
- avoiding food and drink near the devices
- reporting any damage or technical issues to school staff immediately
- returning devices for safe storage after use.

If a student enrolled at a school damages school equipment or property, the principal of the school may require the student to pay for the cost of repairing that damage. (Department for Education)

ICT Acceptable Use Agreements

The goal of our ICT Acceptable Use Agreement is to maintain a safe online environment. The agreement outlines everyone's responsibilities and the consequences for any breaches of cyber-safety. We have separate ICT use agreements for R-2 students and for years 3-6 students.

Implementation and Monitoring

Once students have signed and returned the ICT Acceptable Use Agreement, they can use school ICT devices. Students in years 3 to 6 may "bring your own device" (BYOD). We monitor the material sent and received over our network, and filtering software restricts access to certain sites. Where a student is suspected of an electronic crime, this will be reported to the South Australian Police. Where a personal electronic device is used to capture images of a crime, such as an assault, or has illegal content the device will be confiscated and handed to the police.

Parental Guidance

We do our best to protect students from inappropriate content while using the school's internet, however it is not possible to completely eliminate all risks. In particular, we cannot control what students access from home or on other networks. We recommend that parents use internet filtering software at home to help keep their children safe online.

Home-School communication

Devices including iPads are not to be used at school to send or receive calls or messages. We encourage parents to switch off messaging during school hours and restrict who can send or receive messages on BYOD devices.

Parents are reminded that in cases of emergency, contact the school office to ensure your child receives messages quickly and safely.

Personal Devices / BYOD

Bring Your Own Device (BYOD) is a school program that allows students from years 3 to 6 to bring their own iPad to school and use in the classroom as an additional learning tool. Details of the nominated device/s is communicated to parents and is available on the school website. The school keeps a limited supply of devices for those students that do not participate in the BYOD program to use at school.

With BYOD devices, students and their families should ensure that:

- devices are charged at home ready for use each day
- devices are updated to the minimum required operating system (listed on the school's website) or above to work with the school network
- SIM cards are removed or cellular data is disabled to ensure the device's internet access is properly filtered while at school
- devices are in good working condition (e.g. no cracked screens)
- a keyboards is provided. Covers and headphones are also recommended.

The decision to provide a device to their children should be made by parents or guardians.

Please note, the school accepts no responsibility for:

- loss, damage or theft of ICT devices including iPads while travelling to and from school and during the school day
- investigation of theft of devices. Students will be advised to report the theft to SA Police.
- insurance for accidental loss or damage to devices brought to schools for use by students. However, claims may be met under the department's public liability insurance where the loss or damage is attributable to a negligent act or omission on the part of the school.

Unacceptable Use

- students must not send or receive calls or messages using the school network
- students with devices must not engage in personal attacks, harass another person or post private information about another person using SMS, the internet, taking/sending photos or objectionable images and phone calls
- devices including iPads are not to be used on school grounds or connect to the school network before or after school. This includes calls, messages, to surf the internet, take photos, play games or use any other application.
- Accessing the internet by using an unauthorized device or network will be considered a breach of the school's code of conduct and will result in access privileges to the school's network/internet being withdrawn.
- students using devices inappropriately at school will face disciplinary action as sanctioned by the leadership team in line with school behaviour processes and department behaviour policies. The school has the legal right and responsibility to hold a student's mobile phone or iPad to be handed to the SA Police if there are any concerns re inappropriate material on the phone or possible evidence of electronic abuse or harassment.

Support and Contact Information

For any questions or further support regarding our ICT Acceptable Use Agreement and cyber-safety measures, please contact the school. We encourage parents to reinforce these practices at home and work together with the school to ensure a safe online environment for all students.

Information for students

Parents are asked to share the following information with their child/ren before signing our ICT Acceptable Use Agreement.

ICT Acceptable Use Agreement: agreed behaviours for students R-2

1. I will use school iPads, laptops and other devices only when my parents/caregivers have signed my Cyber Safety Use Agreement form and the completed form has been returned to school.
2. I will use the computers, iPads, laptops and other ICT devices only for my learning and only with my teacher's permission.
3. I will use the internet at school only when a teacher gives permission and only when an adult is in the room.
4. If there is something I'm not sure about, I will ask my teacher.
5. I will use the internet, laptops, iPads and any other ICT devices only for positive purposes. Therefore, I will not be mean, rude or unkind to or about other people.
6. I will keep my passwords private and only use my own or class logins.
7. If I find anything that upsets me, is mean, rude, or that I know is not acceptable at our school, I will:
 - turn off the screen or close the laptop
 - tell a teacher straight away
 - not show other students.
8. Only with written permission from home and the school will I bring any ICT devices to school. This includes things like iPads, laptops, games, cameras, and USB/portable drives.
9. I will not put any personal information online like:
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of myself or others.

If I am not sure what information to enter when using the internet or apps, I will ask my teacher.

10. I will be careful and will look after all our school ICT devices by:
 - using them responsibly and taking care of them
 - following our school cyber-safety strategies
 - telling a teacher about anything that is not working or damaged.
11. If I don't follow this agreement, the school may need to tell my parents/ caregivers and there may be consequences associated with my behaviour.

ICT Acceptable Use Agreement: Years R-2



I understand that Walkerville Primary School will:

- do its best to make sure your child's learning experience is safe by restricting access to inappropriate, illegal, or harmful material on the internet, school's wireless network, or ICT devices—both at school and during school-related activities.
- work closely with you and your child to help them understand the importance of staying safe online. Our education programs are designed to complement and support the ICT Acceptable Use Agreement and will provide your child with the strategies they need to protect themselves in today's connected world.
- respond to any breaches of acceptable use in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

Parent / caregiver / legal guardian responsibilities include:

- *Talk About Cyber-Safety:* Have a conversation with your child about the importance of staying safe online. Explain why following the guidelines is important for their well-being.
- *Reinforce School Strategies:* Encourage your child to follow the cyber-safety strategies we've discussed at school. Your support at home helps reinforce what they've learned at school.
- *Reach Out with Questions:* If you have any questions or concerns about cyber-safety or this agreement, don't hesitate to contact the class teacher or a school leader. We're here to help.

Other policies that support cyber-safety at Walkerville PS include:

- Mobile Phone policy
- Bullying Prevention policy
- Behaviour Management policy

We request that parents / caregivers / legal guardians discuss the 'Information for students R-2' with their child/ren to provide them with strategies to help us all stay safe when using ICT at school and outside of school hours.

This agreement must be read and acknowledged by a parent/caregiver prior to an R-2 student's use of any school ICT devices or department ICT facilities or services. This agreement applies to all on-site technology, software and loaned devices connecting to the school network (including laptops, tablets, cameras and mobile phones).

I have read and understood my child's obligations in relation to acceptable use of ICT assets at school. I understand that my child's access to the internet and other computer resources may be withdrawn if they fail to comply with the policy. I have discussed appropriate use and strategies to stay safe online with my child.

I consent to the use of Department endorsed technology products and services provided by the school for my child, including but not limited to Microsoft 365 and Google Workspace for Education and agree to the relevant terms and conditions of those products and services.

I understand that additional resources for parents on keeping children safe online are available on the eSafety Commissioner's website, [eSafety.gov.au](https://www.esafety.gov.au).

Student's name:		Class:	
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Name(s):		
Signature(s):		
Date:		

Please return this section to the school and keep a copy for your own reference.

Please note: This agreement will remain in force until the end of year 2, as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.