



OUR LADY OF THE CAPE PRIMARY SCHOOL

INFORMATION AND COMMUNICATION TECHNOLOGY USE BY STUDENTS

INFORMATION AND COMMUNICATION TECHNOLOGY STUDENT USER AGREEMENT YEAR FOUR – YEAR SIX

The school has a wide range of technologies available for you to use to assist in your education. This access includes the use of school iPads, PCs, laptops, printers, scanners, digital cameras and the internet in a planned and supervised environment. This agreement will be signed **once** by students and their parents, and will extend to cover the student for their duration of enrolment at OLC. If at any stage families wish to change their position on their ICT User Agreement, it is the responsibility of parents to notify the school in writing.

To be able to use these technologies in a safe and appropriate manner, you must understand your responsibilities. Please read and discuss the agreement below with your parent or guardian and return the signed agreement to the school which will enable you to access the technology resources.

I agree to be a responsible user of the school technologies by following the rules below.

1. I will only use the school technologies with the permission of the teacher and I will follow their instructions.
2. I will only use my individual or class logon and password. I will not use another student's or class's logon or password. I will not share my logon or password with others.
3. I will not interfere with anyone else's work on the computers.
4. I will only access information that the teacher has agreed to.
5. I will not download anything from the Internet without my teacher's permission.
6. I will not print any documents or images without my teacher's permission.
7. I will correctly reference the source of any material used from the Internet and not copy the work of others and claim it as my own.
8. I will inform a teacher immediately if inappropriate material has been accessed.
9. I will never tell anyone on the Internet my name, address, telephone number or any other private information. I will always check with my teacher if I do not know what to do.
10. I will always seek my teacher's permission before communicating online.
11. I will always be polite and courteous when communicating online. I will never use the technology to bully, frighten, annoy or upset a person.
12. I will always be sensible and take due care when using the school technologies.



If any of the above rules are broken, then you may lose access to the Internet and/or the school technologies for an appropriate period of time.

Please be aware that access to the Internet is filtered, and your Internet use is monitored. Also the school has the right to check all material created, stored or accessed on the schools computers by students.

Agreement to Comply with the ICT Student User Agreement

I understand that use of school technologies is a privilege, not a right. After reading the above, I understand and will abide by the agreement.

Student Name:

Student Signature:

Date:

As parent/guardian of the above student, I agree that we have discussed the agreement and my child understands and agrees to abide by it.

Parent Name:

Signature:

Date:

Last reviewed: 01/02/2018

