



## Years 3-7 ICT Acceptable Use Agreement

NAME: \_\_\_\_\_ YEAR: \_\_\_\_\_

Respect the resources, use them properly and they'll keep working for you.

### Parent/Guardian Responsibility

Talk to children about the values and standards that your children should follow when using the internet, just as you do for the use of all media information sources such as television, mobile phones, movies and the radio.

### Students

#### I agree that:

- I must be patient and allow time for applications to open
- I must log on using only my class or my own username
- I must use my own username when accessing internet sign in programmes
- I will only save appropriate files for my schoolwork
- I will only download items related to my schoolwork
- I will take care when printing by seeking permission and limiting the number of copies to avoid high costs and waste of resources
- Network facilities, including the internet, are to be used for schoolwork purposes only
- Educational games that are used at school are only to be used with teacher permission
- All plugs and leads to the digital device are to remain as found
- I will use digital devices safely to avoid damage and harm
- I will seek permission, when using digital devices, before filming other people and their work
- I will not change settings on the digital devices
- Food and drink will be kept away from digital devices at all times
- When I finish using a digital device, I will log off, shut down correctly and return the laptop/iPad to the trolley, making sure it is plugged in for charging
- I will report to my teacher any inappropriate website I find by accident and leave it immediately
- The content of my communications must be appropriate and respectful at all times
- I will only play music with my teacher's permission
- I will not access or use any personal digital devices (including iPods, mobile phones, iPads etc.) between 8:30am or before 3:30pm [or whilst on school grounds between these times]. Personal devices must be handed to the teacher for safe storage during the school day
- I will follow the ICT policy guidelines on Copyright, Privacy Settings & Social Media

*I have read the conditions of usage and understand their purpose and will abide by them. I acknowledge that cyber bullying is taken seriously and will not be tolerated. I realise that inappropriate use of any resources will result in consequences which include loss of privileges.*

Student Signature: \_\_\_\_\_ Parent/Guardian Signature: \_\_\_\_\_

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



Government  
of South Australia

Department for Education