



eSMART STUDENT RESPONSIBLE USE AND CHROMEBOOK PROGRAM AGREEMENT 2017 (YEAR 3 TO YEAR 6)

PURPOSE

At St Mary of the Cross, we believe students learn best when they are engaged in their learning, using resources that are appropriate. These include ICT tools and the internet. All students deserve to have access to these tools in order to learn, collaborate, communicate and to achieve their best.

We believe the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between school and home. St Mary of the Cross uses the Internet and ICT tools as teaching and learning tools. We acknowledge they are valuable resources and they must be used responsibly.

Students may only use the internet with teacher permission and for educational activities. Internet access is also screened by the Catholic Education Office Melbourne, through Information & Communication Technology tools such as Z Scaler which aims to ensure that inappropriate sites are avoided.

Web 2.0 data such as Google Apps For Education may be stored in online cloud formats which may be backed up in multiple global secure locations.

The school aims to abide by eSmart protocols.

St Mary of the Cross Catholic Primary School, reserves the right to review any material in user accounts, file or cloud server space, or on personal electronic devices if brought to school, in order to monitor appropriate use by all users.

Chromebook Program

St Mary of the Cross Catholic Primary School will provide every student in years 3-6 with their own Chromebook, which will be used only at school. Chromebooks are not to be removed from school. Students will be responsible for the care of their Chromebook.

If a Chromebook is damaged due to lack of care by the student, the student (family) will be responsible for the costs of repair.

It is the responsibility of each student to ensure their Chromebook is fully charged and ready for the day's learning.

RIGHTS

- i. I have the right to have access to all ICT tools and services for educational purposes.
- ii. I have the right to be safe within a digital community.
- iii. I have the right to become a confident and capable user of ICT in my learning.
- iv. I have the right to respond in a respectful manner and be respected for my views as a responsible global citizen.

RESPONSIBILITIES

Devices

- i. I will take care with all digital devices and equipment
- ii. I will not change the settings of any device without permission
- iii. I accept all responsibility for any device I bring to school
- iv. I will report any concerns or damage to digital devices.
- v. I will care for my allocated Chrome book
- vi. I will ensure my Chrome book is fully charged each day and be ready for use in class.

Cybersafety

- i. When communicating using digital devices, I will use appropriate language or phrases that could not be construed as bullying.
- ii. I will report to an adult any inappropriate behaviour or content that makes me or others feel uncomfortable and take appropriate action.
- iii. I will only use the internet for learning related activities that are approved by a teacher.
- iv. I will protect my identity or the identity of others by not disclosing personal details such as full name, address, birthday, phone number etc.
- v. I will always respect people's privacy and their right to personal opinion.
- vi. I will seek teacher permission before I upload any identifiable media to the internet.
- vii. I will ensure that all software (apps), and data (eg, music, movies, documents) are legally purchased and/or have appropriate licensing
- viii. I understand that the school does not recommend or support applications or social media that are designed for older students such as facebook, instagram, snap chat, kick and other similar applications. If my understanding is unclear I will seek further explanation from a trusted adult.
- ix. I will be a confident and capable user of ICT.
- x. I will use my Google Apps for Education (GAPE) account to assist and organise my learning at St Mary of the Cross.
- xi. I know what I do and do not understand about the technologies that I use I will get help where I need it.
- xii. If I see something on the Internet that is mean, rude or upsetting, or something that I know is not acceptable at our school, I will; STOP What I am doing, BLOCK it by minimizing out of the Internet/closing the screen and TELL a teacher straight away
- xiii. If I accidentally access someone else's private information I will report it immediately to a teacher
- xiv. If someone does something using technology that makes me feel upset or uncomfortable I will report it immediately to a teacher
- xv. If I feel that the safety of others at the school is being threatened I will report it immediately to a teacher.

Copyright

- i. My use of digital resources and online tools will comply with copyright and intellectual property laws, including the use of appropriate citations and attributions where required.
- ii. I will think carefully and critically about the information I see and use online

Security

- i. I will not disclose passwords or try to gain access to the other users work without permission



PROCEDURE/CONSEQUENCES

- ii. I understand that If I choose to misuse digital resources the following consequences will occur.

CONSEQUENCES

The following consequences will occur

1st time -ICT not to be used at school for 1 day

2nd time- ICT not be used at school for 1 week and Chrome book confiscated

3rd time- parents notified to discuss further use of ICT at school

I have read, understand, and agree to follow all responsibilities as outlined in the eSmart Student Responsible Use and Chromebook Program Agreement 2016

Student Name (Please Print): _____

Student Homeroom: _____

Student Signature: _____ Date: / /

Parent Signature: _____ Date: / /