



Our Lady of the Rosary School

Prep – Year 3 Student Acceptable Use Policy

A. PURPOSE

The purpose of this policy is to establish guidelines for students and parents in relation to their use of Information and Communication Technologies (ICTs) so that all members of the Our Lady of the Rosary (OLR) School community can access safe and inclusive learning environments including digital and online spaces.

The School policy applies to students and parents outside of School hours insofar as the use of ICTs relates to the School and its staff and students. The smooth operation of our school's network relies on the proper conduct of the users who must adhere to the following agreement.

B. STUDENT RESPONSIBILITIES

All students in Prep – Year 3 have an iPad allocated to them for their use at school.

As a student using ICTs at OLR I will;

- only use my iPad, the internet or other digital devices for learning activities that a teacher tells me to do.
- log onto the OLR student portal account (to access TEAMS and OneDrive) using only **my** username and password provided by the school.
- not share my usernames and passwords with anyone else other than a teacher or my parents.
- only take photos, video and audio when a teacher tells me to.
- not share any photos, video or audio with anyone else unless a teacher tells me to.
- always check with a teacher if I am unsure if what I would like to use my iPad for is appropriate.
- always use kind words and appropriate language when contributing to online spaces (eg. TEAMS).
- not use digital technologies to be unkind or hurtful to another student.
- not share any personal information over the internet including: full name, addresses, phone numbers, email or photos of myself or others.
- report to a teacher straight away any inappropriate material that is accidentally accessed. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will: not show others, close the cover of my iPad and tell a teacher/parent straight away.
- tell a teacher immediately if there is any problem with my iPad or if I have had an accident with it.
- always carry my iPad in the iPad carry bag when taking my iPad to other classes (eg. Japanese, Music or library).
- always take care of all digital devices that I use at school, including my iPad. Keeping them clean and not removing name labels or barcodes.

At school we have discussed ways to be a safe and responsible user of digital technologies at OLR so that I understand what this means for me as a student in _____ (Year Level).

I promise that I will continue to learn to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student Name: _____ Class: _____

C. PARENT RESPONSIBILITIES

1. The School does not condone nor encourage students using social media sites that children cannot legally access. Most popular social media sites impose age restrictions on children joining – e.g. Facebook and Tiktok limits users to persons over the age of 13 years.
2. I understand that ICTs and social media can have a direct impact on the School's reputation and the wider school and church community.
3. As a parent of a child attending the School, I:
 - (a) have read the Acceptable Use Policy with my child and I agree to it; I understand that my child has also participated in discussions at school to learn to use digital technologies safely and responsibly.
 - (b) give permission for my child to use information technology resources at School and further, I can be held responsible for replacing at cost any School ICT property that has been willfully damaged by my child;
 - (c) accept that the School reserves the right to take any necessary steps to protect its interests if either my child or I use ICTs and/or social media in a way that directly or indirectly damages the reputation and/or discredits the School and/or is otherwise against School values;
 - (d) will not use ICTs or social media in a way that is deliberately or recklessly intended to personally attack, defame or insult School members or could otherwise be construed by the School to be against its values;
 - (e) will exercise maximum discretion if I upload or post to the internet or social media photos of other children in a School uniform or at a School or Parish event, or alternatively I will seek proper authority to do so; and,
 - (f) accept that School technology is provided for learning in keeping with the academic goals of the School. I recognise it is impossible for the School to supervise and/or restrict access to the internet all controversial materials, and I understand that there is a shared responsibility between the School, myself and my child in developing safe and appropriate use.
4. I understand that my child's use of ICT at home should be supervised. I understand that inappropriate or improper use of social media, even if outside of school hours, can have serious consequences for my child's enrolment at School and that the School retains an absolute discretion to take action for any conduct or use of ICTs or social media which it alone deems contrary to this policy or School values.

Parent or Guardian's Name (please print): _____

Parent or Guardian's Signature: _____

Date: _____