



# St Gregory's Primary School

PO Box 723, Queanbeyan NSW 2620  
Email: [office.stgregs@cg.catholic.edu.au](mailto:office.stgregs@cg.catholic.edu.au)



## Student Acceptable Use of School-Based ICT and Associated Resources

To have access to ICT and related hardware at St Gregory's Primary School you need to follow these agreed practices.

### Student Agreement

Using Information and Communication Technologies at school is a privilege. I have conditions to follow, which are for the safety and privacy of myself and others.

I will:

- Treat the school's ICT equipment with care and use it responsibly for educational purposes.
- Use the computers and Internet as instructed by my teacher(s).
- If I find inappropriate material, turn off the monitor and then tell my teacher or another adult immediately.
- Publish work and send emails using language I know is acceptable in my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- Pack away equipment carefully and place it in the appropriate storage facilities.
- Respect the privacy of all computer users at school by correctly using passwords, and opening only my own work and emails.
- Be aware that it may not be possible to delete items stored on social media sites.

I will not:

- Give out any personal information that could be used to identify me, my family or friends, such as my surname, address, phone number or photo of myself, my parents or any other person while using the Internet.
- Pretend to be another person when communicating on the Internet.
- Break copyright law by copying and/or using another person's work.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information with or about inappropriate material to other students.
- Waste materials through excessive printing or downloading.
- Misuse the Internet or encourage others to do so.
- Download or install any software or store files on my school's computer facilities without the permission of a teacher.
- Use the school's network for buying or selling goods or services.
- Access a social media site on any device at school without the permission of a teacher.
- During personal use of social media sites communicate with my teachers or invite teachers to join my personal networks.
- Post any images, videos or comments about any member of my school community that might indicate I am representing the school or that might give my school a bad name or offend any member of the school community.
- Upload any images of other members of the school community without their permission.
- Upload any images of myself or other students in uniform or identified with the school in any other way without the permission of the Principal.

Student's signature (Year 3 and above): .....

Name (print): ..... Class: .....



# St Gregory's Primary School

PO Box 723, Queanbeyan NSW 2620  
Email: [office.stgregs@cg.catholic.edu.au](mailto:office.stgregs@cg.catholic.edu.au)



## Breaking the Student Agreement

If a student breaks the Student Agreement a number of steps can be taken:

- Withdrawal of individual log-on to the Internet and school ICT hardware for a period of time as deemed appropriate by school staff.
- Parents notified and appropriate ICT rights withdrawn.
- Guidance from a member of the school leadership team as to how to avoid future problems.
- Steps as outlined in the School's Behaviour Management Policy.

## Parent Acknowledgement

I give permission for my child: ..... (name) in ..... (class)  
to use the Internet and other ICT facilities and I:

- Have read the Acceptable Use terms and the Student Agreement.
- Agree to my child using Information and Communication Technologies for educational purposes in the manner outlined in this note.
- Agree to my child transmitting work electronically to teachers and other students and having the work published where the school considers that to be appropriate.
- Have talked to my child about safety, privacy and copyright concerns when using computers at school and home.
- Understand that student computer and Google accounts technically belong to Catholic Education Canberra-Goulburn and can be accessed by appropriate staff in cases where student safety concerns have been raised.
- Consent to the use of and understand that student monitoring systems, such as Hapara, are used solely to implement and maintain safe online working environments for all students.
- Consent to my child's use of the School's student email system and other Google Apps on the understanding that the system is provided through G Suite for Education and that consequently students' emails and email account details may be transferred, stored and processed in the United States or any other country utilised by Google to provide the Google Apps services. Information about the security and privacy features of Google Apps for Education may be found at [bit.ly/2018useragreement](http://bit.ly/2018useragreement)

(please circle)

**School Website:** I do / do not consent to my child having their first name, photo and school work published on St Gregory's website.

(please circle)

**Facebook:** I do / do not consent to the use of my child's image on St Gregory's Facebook page.

Parent/Carer's signature: .....

Name (print): ..... Date: .....

If you have any questions about any aspects of the Student User Agreement, please contact Mr Des Gomez directly via the school phone (6297 2221) or email at [des.gomez@cg.catholic.edu.au](mailto:des.gomez@cg.catholic.edu.au)

Please return this form to school as soon as possible. Your child will be unable to use the school's network or the Internet until this form is returned.

**Thank you.**

Lowe Street Campus  
Ph: (02) 6297 1396

MacQuoid Street Campus  
Ph: (02) 6297 2221