



5th February 2021

Holy Trinity Responsible Use of ICT and Social Media Agreement

Dear Parents/Carers and Students,

Students at Holy Trinity use Information and Communication Technology (ICT) to enhance student learning opportunities, promote student achievement and support student communication.

ICT is any electronic device that allows users to record, send, access or receive information in the form of text, audio, image or video. They include, though are not limited to, the following devices; laptops, computers, Chromebooks, online gaming and mobile devices such as; iPads, tablets and mobile phones. We ask that parents/carers are aware of children's online activity at home.

The following guidelines apply to **all students** when using ICT provided by the school, when using the school's network or when accessing devices from home e.g. social media or gaming.

At school, technology devices and the internet are there to help me learn.

Student ICT Agreement

When I use devices I should:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses or images.
- use them to assist with my learning.
- keep my login and password safe and never use someone else's login or password.
- study and research for information relevant to my subjects.
- look after the technology and the related area.
- use the username, password and email account given to me by my school.
- treat others with respect (remember everything online can be retrieved).
- use devices appropriately, e.g. don't engage in any online bullying.
- tell the teacher if I see something that is inappropriate or makes me feel unsafe.
- report any misuse of ICT to my teacher.

There are some things that I **cannot** do when using ICT devices at school. I should never use any device disrespectfully, dishonestly or unlawfully. For example, I should never;

- use social networking sites (e.g. Facebook, Instagram, Tik Tok, Snapchat) until I am legally old enough or am given parental consent. These should never be accessed at school.
- access sites meant for people in older age groups.
- use the network to download pictures/images, videos or music for personal use.
- copy other people's work and pretend that it's my own.
- bring computer software or devices from home without permission.
- share my full name or photo or other people's full name or photo without permission.
- change any device's security settings.
- grant access to unauthorised users.
- send spam or mass emails.
- modify, share or copy any data, files or software that is owned by Holy Trinity or CEDP.

- upload information to the internet that I don't have permission to use e.g. music in videos.

Teachers can see how we are using ICT to help with our learning. Authorised CEDP staff may also monitor the use of ICT, the internet and social media. They do this to make sure that student's learning is supported by relevant, engaging, accessible, challenging and holistic practices. CEDP has a responsibility towards students by adhering to law and Church teachings.

If I break this policy I may not be able to use any ICT and my teacher, principal and parents may be informed.

STUDENTS

This policy has been read and explained to me and where appropriate I have also been given time to read this policy. I understand this signed copy will remain in my student file.

Student Name: _____

Student Signature: _____

Date: _____

PARENTS

As the parent/carer of this student, I have read the above ICT Policy. I understand that school devices are educational resources provided to enhance the learning of all students at Holy Trinity. I recognise that the school will use its best efforts to supervise students in their use of ICT. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to email and the internet. More information can be found at www.cybersmart.gov.au and e-safety information can be found at <https://www.esafety.gov.au/>

As always if you need any assistance please contact the school office.

I understand this signed copy will remain on my child's file.

Parent Name: _____

Parent Signature: _____

Date: _____