



Acceptable Use of ICT Agreement for Students Years F - 4



This Acceptable Use Agreement applies to Years F- 4 students when using ICT.

Holy Spirit Manifold Heights reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

My responsibilities when using ICT

When I use ICT:

I will send messages and talk to others politely.

I will not use mean or rude language online.

I will not share my full name, home address, phone number, or passwords. If someone asks for my personal information, I will tell my teacher or a trusted adult.

I will not share my passwords, and I will not use anyone else's.

I will talk to my teacher or a trusted adult at school if I see something online that looks wrong or untrue.

I will not copy other people's work without permission. If I use something from a website, AI, or another source, I will say where I got it from.

If I feel uncomfortable or unsafe because of something I see or hear, I will tell my teacher or a trusted adult at school right away.

I will only use apps, websites, and games my teacher says are okay.

I will not copy, change, or delete other people's digital work. When my teachers put us in groups or pairs, I will use kind words and will listen to my classmates' ideas as we work together.

What I should not do when I am using ICT

For my safety, and the safety of others:

I will not connect my iPad or laptop to my phone (if I have one) to get around the school network or school rules.

I will not take, share, or post pictures, voice recordings or videos of my classmates or teachers without permission.

I will not use AI to change pictures of other people unless my teacher says it is okay for learning.

I will not send pictures, voice recordings, videos, or files to others unless my teacher says it is okay.

I will not open emails from people I do not know because they might be unsafe.

I will not use digital tools in class unless my teacher says I can.

Consequences for breaking the rules

If I break the rules of this Agreement:

I know that if I do not follow these rules, there may be consequences, and I may lose access to digital technologies at school. I understand that using digital tools is a privilege, and I will do my best to use them in a way that helps me learn and supports others.

As a student at Holy Spirit Manifold Heights

My school also requires me to:

- Hand in my smart watch or mobile phone device to the classroom teacher, who will lock it in a secure box that is kept in the classroom.

Student Agreement

I have discussed this Agreement with my parents/carers and agree to follow all these rules.

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Code of Conduct, which I have agreed to uphold, and consequences may apply.

Student Name: _____

Student Signature: _____

Date: _____]

Parent Agreement

- I agree that my child may use educational web tools such as Google Workspace for Education or Seesaw.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent /Carer Name: _____

Parent / Carer Signature: _____

Date: _____