



Acceptable Use Policy for Learning Technologies

Date: February 2018

Related Documents: Student and Parent Agreement Sheet

Contact Person: Principal, St Mary's LTST

Review Date: February 2019

Part of our mission at St Mary's School is 'To develop programs that engage children in meaningful and challenging tasks.' This policy is a demonstration of our commitment to the development of skills and attitudes in the use of Learning Technology for staff and students.

Learning Technologies are any electronic device or related application that allows users to record, send, access or receive information, in textual, audio, image or video form in order to communicate with others. These may include but are not restricted to: computer systems and related software, Internet, email, Classm8, blogs, smart phones and watches, video or still cameras and audio recording devices.

The aim of this policy is to:

- Identify the safety of users
- Educate students, parents and staff about the acceptable use of Learning Technology.
- Identify specific guidelines for the use of Information and Communication Technology.
- State the procedure in the case of a person breaking their contract of acceptable use.
- Educate teachers and parents that it is important to teach children what is an appropriate and inappropriate use of the Information and Communication Technology they access.



2018 Acceptable Use Policy for Learning Technologies Year 3 and Year 4

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As a Technology user I will Care and Respect Myself by:

- Only using my own password
- Staying within a given website, unless a teacher directs me to follow a link
- Only using my Google account, email, instant messaging, etc. when directed to by a teacher.
- Not using my Google docs as a social network.
- Keeping my personal details private when using the internet
- Immediately reporting any inappropriate sites or inappropriate use of technology.
- Following classroom procedures

As a Technology user I will Care and Respect Others by:

- Acknowledging the author of any work I use, and only using it in my own words
- Keeping the personal details of others private when using the Internet
- Taking turns or following the group member role given to me
- Allowing other people time to use Learning Technology equipment

As a Technology user I will Care and Respect Property by:

- Asking permission from a teacher before downloading information or files from the Internet.
- Using all Learning Technology equipment with care
- Reporting any damaged equipment I find immediately to the teacher
- Keeping food and drink away from the Learning Technology equipment
- Not bringing personal data/equipment to school unless specifically directed to.
- Leaving the installation of software to a teacher, technician or Technology Coordinator
- Only printing material a teacher directs me to print



Acceptable Use Policy for Learning Technologies (Year 3 & Year 4)

Please return this page to your class teacher.

Student Agreement -

I, _____ of class _____, have read the policy and agree to use all Information and Communication Technology under these conditions. I understand that if I do not use the Information and Communication Technology correctly I will not be allowed to use it for a period of time determined by the school.

Student's signature _____

Date: _____

Parent Agreement -

I, _____, have read the St Mary's School Acceptable Use Policy. I understand that Internet access at school is for educational purposes.

I have discussed the contract with my child and agree to its terms.