

# Our Lady of Good Counsel School

## Years 4 - 6 Acceptable Use Policy



THY KINGDOM COME

**I understand that my device is the result of hard work by my school and a sacrifice by my parents and I need to take care of it at school as well as at home. Following these protocols will help me.**

### **Protocols:**

1. So that my battery lasts all day, devices may only be used when my teacher(s) gives me permission within school bell times (not to be used before or after school).
2. I must make sure I bring my device to school fully charged and ready to assist me with my learning every day.
3. My device must remain in its protective case inside my bag to and from school.
4. I must bring my bag into the classroom when taking my device in and out for the day.
5. I must hold my device carefully (with two hands) when moving around the classroom or the school.
6. My device should be clean, in good condition and without decorations of any sort unless given permission from my teacher.
7. My wallpaper must be non-pixelated, age-appropriate and 2-dimensional whilst at school and the cursor must be of normal size.
8. I need to stay focused on tasks and only use the applications my teacher(s) has indicated.
9. I must keep all passwords private and made available to my parents and teacher.
10. I must request permission from my teacher(s) before printing.
11. I must be responsible for backing up my device on a regular basis (once a week) to ensure I do not lose any of my work.
12. I must not update my software unless instructed by my teacher. All updates are done through ZuluDesk or the Managed Software Centre.
13. I must not install ANY games without permission from my teacher.
14. I must not use my school email or device to signup or sign into
  - a. Apple ID
  - b. FaceTime, Skype, Messages
  - c. YouTube
  - d. iTunes
  - e. Game Centre, Steam or any games

**I understand that the Internet is a public place and must learn how to become a responsible digital citizen. To stay safe online I should:**

- keep my personal information (such as name, address, telephone and mobile numbers) to myself and not share it with anyone at all.
- use online names which are not offensive and don't attract attention from unwelcome people.
- be truthful about my age.
- never respond to any messages that are mean or in any way make me feel scared. Report any incidents to the teacher or a trusted adult immediately.
- respect other people's feelings when communicating on the Internet.
- not say anything online that I wouldn't say face-to-face to someone.
- never use the Internet at school to search for non-curriculum related sites unless instructed by my teacher.
- only download things from the Internet that my teacher/parent has allowed and that are suitable for my age group.
- only open attachments in emails from people I know.
- close the browser and tell an adult if I see or hear something that confuses or upsets me on the Internet. Report any incidents to the teacher immediately.
- avoid web forms which ask for money or personal details.
- resist clicking on things online just because they look good.
- close unwanted pop-up windows with the close button.
- remember that if something seems too good to be true, it probably is.
- never give out credit card details on the Internet.
- never put photos of myself or others on the Internet.
- always get permission from an adult to create my own site, and get him/her to review it.
- remember that personal information should never be entered on the Internet.
- be very careful with what I put on the Internet, because when it is published, the whole world will be able to see and possibly misuse the information.
- Always abide by the directions, instructions and rules set by parents at home.

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**This is a three-way agreement between Student, Parent and Teacher.  
Please sign and return to school by **Friday 3rd February 2017.****

**Student's Name** \_\_\_\_\_ **Class** \_\_\_\_\_

I have read and understand all the information given and agree to follow these guidelines.

**Student Signature** \_\_\_\_\_

**Parent/Guardian's Name** \_\_\_\_\_

I support the school in the use of devices for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Principal and I will be notified.

**Signed** \_\_\_\_\_

**Teacher Signature** \_\_\_\_\_

**Date** \_\_\_\_\_