2015 ICT Agreement Years 1-6

Student Name: ___________________________ Class ______________

When I use the technology facilities and equipment at school, I have responsibilities and rules to follow. I agree to follow the guidelines below:

- I will only work on the technology equipment (computers, iPads, Nintendo DS and digital cameras etc), the Internet and school intranet for purposes specified by the teacher.
- I will follow teacher instructions regarding the use of all technology equipment and the Internet / school intranet.
- I will only access appropriate information for my learning and not interfere with the work or data of another student.
- I will keep myself, my friends and my teachers safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.
- When I use information from the Internet / school intranet for schoolwork, I will appropriately acknowledge the source. I will not violate copyright. I will not copy and paste information as my answer. If unsure I will check with the teacher.
- I will use the use of copyright free material sites in Splashpool when I am sourcing and using media in my work (pictures, music and sound) and I will acknowledge the source appropriately.
- I will be respectful in how I talk to and work with others online and never write or participate in online bullying.
- Should I receive an inappropriate email, I will save it and report the incident to my teacher or through the “Report Bullying” button on Splashpool.
- I understand that my email is password protected but that the account is accessible to teachers and the ICT Coordinator, should they see the need to look at my emails.
- I will obtain permission from a teacher before downloading or uploading any material or programs.
- I will not access or send offensive material.
- I will not use the computers for any malicious purposes.
- I will immediately report any damage or problems to my teacher.
- I will not intentionally damage computers, computer systems, hardware or software.
- I will talk to my teacher or another adult if:
  - I need help online.
  - I am not sure what I should be doing on the Internet/ school intranet.
  - I come across sites which are not suitable for our school.
  - Someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities.

I understand that breaches of the above rules will result in my loss of access for a period of time determined by the ICT Coordinator or the Principal and/or payment for damage incurred and possible suspension from school.

Student Signature: __________________________________________

I, ____________________________, as parent/guardian of the above student, agree to the terms and conditions of this agreement and grant permission for my child to participate in learning using Mount Waverley Primary School’s technology facilities and the Internet / school intranet. In the event of my child causing deliberate damage to computer property, I agree to reimburse the school for repairs or replacement of such property. I understand the school will notify me if my child behaves inappropriately in the above circumstances.

Parent/Guardian Signature: ____________________________ Date: _________
PARENTAL PERMISSION FOR CHILDREN PUBLISHING ON THE INTERNET

The school’s own website, our involvement in global classroom projects, class blogs and wikis and general publishing on the Internet will include photographs of students, student work and video footage of student activities. I understand that my child's name will not be fully disclosed on the Internet.

*Please circle yes or no to indicate your preferences for each section.*

I agree:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>To the appropriate use of my child’s photograph on the Internet or print media</td>
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<tr>
<td>To the publishing of my child’s work on the school’s website</td>
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<tr>
<td>To the publishing of my child’s work on their class blog or wiki</td>
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<td>To the publishing of my child’s work on the Victorian Education Department’s website</td>
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<td>To the publishing of video footage featuring my child</td>
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<td>To allow my child to appear on video conferencing, including Skype, between schools</td>
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<tr>
<td>To the publishing of my child’s voice recordings on their class blog/wiki</td>
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<tr>
<td>To the publishing of my child’s first name only, on the Internet or print media</td>
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Please note:

At the end of each school year, every attempt will be made to delete content published online. Some content, however, will continue to be accessible in order to build up digital evidence of students’ learning.

Parent/Guardian Signature: ______________________________ Date: __________