



ICT Acceptable Use Agreement

Please read and discuss this agreement with your child so everyone understands the expectations. Access to Information and Communication Technologies at St Clare of Assisi is a privilege that depends on following these practices.

Using a school provided device is a privilege. I must follow the conditions below to ensure the safety, privacy, and respectful use of technology for myself and others.

I will:

- Use any device for educational purposes only and only as directed by my teacher.
- Follow teacher instructions about when and how the device may be used.
- Use only the school's Wi-Fi and follow all security settings, firewalls, and filtering systems.
- Keep my passwords private and secure.
- Respect others' privacy by using only my own accounts and files.
- Report any technical issues, damage, or suspicious activity to a teacher immediately.
- Handle any device carefully, carry it safely and securely when moving, and store it safely when not in use.
- Keep food and drink away from the device.
- Use respectful and appropriate language in all online communication including messages, chats and posts.
- Follow the school's behaviour expectations when using technology.

I will not:

- Use any device before or after school, during recess or lunch without teacher permission.
- Access, download, or share inappropriate content, including violent, explicit, or offensive material.
- Attempt to bypass security settings, firewalls, or filtering systems.
- Hack, gain unauthorised access to networks, or interfere with other people's accounts or devices.
- Take photos, videos, or recordings of others without their permission.
- Take or share photos, videos, or recordings of school grounds, staff, or students in uniform.
- Share personal information online (full name, address, phone number, passwords).
- Engage in cyberbullying, including sending or sharing harmful or unkind messages.
- Play games or access social media unless explicitly permitted for a learning task.
- Install or modify software, apps, or settings without school approval.
- Tamper with or damage any device.



Teacher and School Authority

- Teachers and school staff may check files, browsing history, or device use at any time if there are concerns about misuse.
- Only authorised school staff may install or approve software and extensions.

Breaking the Agreement

If I break this agreement, the school may:

- Withdraw the school provided device or network privileges for a period of time.
- Notify my parents or carers.
- Provide guidance from the ICT Coordinator or School Executive on safer practices.
- Apply further consequences as outlined in the School Behaviour Management Policy, including meetings with parents or suspension of technology privileges for repeated or serious breaches.

Parent/Carer Acknowledgement

In supporting my child's use of a school-provided device, I:

- Understand that devices are school property and are intended for use at school unless specific arrangements are made.
- Acknowledge that the use of any school provided device is subject to staff direction and that failure to follow instructions may result in the consequences above.
- Support the school in reinforcing safe, responsible, and respectful device use.
- Consent to my child's use of school-approved apps, software, and online tools (e.g., Google Workspace, Canva) for educational purposes.
- Understand that some data (e.g., Google Workspace accounts) may be stored or processed on secure servers outside Australia in compliance with relevant data protection policies.

Kind regards,

Andrew Aifantis
ICT Coordinator

Matt Egan-Richards
Principal