



This Acceptable Use Agreement applies to students in Years 5-6 when using ICT.

Clairvaux 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

### **I understand that when I use school technology:**

I will use polite and respectful language in messages, emails, and online chats.

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

I will not share my passwords with anyone and will not use someone else's login.

If I see something online that seems wrong or suspicious, I will ask my teacher.

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 obtained it from.

I will only use the apps and websites my teacher allows.

I will not open, change, or delete other students' or teachers' files.

If I see or experience anything unsafe, uncomfortable, or upsetting online, I will tell a teacher or a trusted adult at school right away.

## What I am not to do when using ICT

### **For my safety, and the safety of others:**

I will not try to get around school internet filters or use my phone's internet at school.

I will not take, share, or post pictures, audio recordings or videos of others without their permission.

I will not use AI to alter photos or videos of others unless my teacher allows it for schoolwork. I will not use peer to peer sharing (i.e. AirDrop) or other sharing tools without permission. I will only share files if my teacher allows it.

I will not open messages from unknown sources because they could be harmful.

I will only use school devices during class for activities related to my learning

## Consequences for a breach

If I break the rules of this Agreement my school will:

Review/remove the use of my future use of ICT at school for a period of time or establish another suitable consequence dependent on the severity of the offence.

### As a student at Clairvaux

My school also requires me to:

- Disable smart watch (if I possess one) features while I am at school
- Not make use of my mobile phone (if I possess one) during the school day. Phones are required to be dropped at the office at the commencement of the school day and collected at the end of the day.

## Student Agreement

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

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

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_]

## Parent / Carer Agreement

- [I agree that my child may use educational web tools such as Google Workspace for Education / MS 365 CoPilot as part of their schoolwork that uses off-site servers.
- 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: \_\_\_\_\_