KEITHCOT FARM PRIMARY SCHOOL

ICT STUDENT USER AGREEMENT / CODE OF CONDUCT

Information and Communications Technologies (ICT's) are electronic devices and/ or applications which allow users to record, send, access or receive information in textual, audio, image or video form. To promote the safe and responsible use of ICT's, Keithcot Farm Primary School has developed the following guidelines

Acceptable uses

ICT may be used:
1. For educational purposes under teacher supervision.
2. To access files, programs, email & Internet resources under teacher direction.
3. To access the Internet and email for educational purposes only.

Students must:
1. Use school-provided email accounts when communicating online.
2. Obey the rules of privacy and copyright, and keep their passwords and personal files secure.
3. Use available storage space for school-related purposes only.

Any use of ICT which is inconsistent with this policy or is used in any other inappropriate manner may lead to disciplinary action.

Notification

Students should:
1. Disclose to their teacher any messages which they receive which are inappropriate or disturb them.
2. Notify their teacher if they identify a possible security problem.
3. Disclose to their teacher any accidental access to inappropriate material.
4. Notify their teacher if they are offended by another person's use of ICTs.

Parent/Caregiver
I acknowledge that my child has read and understands the contents of this policy.

Name:_____

Signature:_____

Unacceptable uses

ICT may not be used to:
1. Gain unauthorised access to any computer system or service. This includes using another person's account or accessing another person's files or emails.
2. Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
3. Engage in any illegal act, such as threatening the personal safety of others.
4. Bully or harass others.
5. Install or use software which is not licensed by the school.
6. Post information that, if acted upon, could cause damage to or disrupt the network.
7. Post or respond to chain letters or engage in spamming.
8. Re-post a message that was sent to you privately without the permission of the person who sent the message.
9. Take part in online chats, discussion groups or mailing lists without teacher permission.
10. Use the school's ICTs to purchase, order or sell any goods.
11. Attempt to access inappropriate material which:
    - is profane or obscene (e.g. pornography);
    - advocates illegal acts; and
    - advocates violence or discrimination towards other people.
12. Download extensive files unrelated to school work.

Student
I acknowledge that I have read, understood and will abide by the contents of this policy.

Name:_____

Signature:_____

BYOD DEVICES

Students will be using portable technology at school to support their learning program. Students are able to bring their own devices to school for this purpose. This preference list provides a guide for parents.

Preference 1 **iPad** (minimum specification is iPad 2 with wi fi connectivity.)

Preference 2 **Other tablet** *(with wi fi connectivity and camera.)

Preference 3 **Laptop *** (with wi fi connectivity and camera)

* Some devices will not connect to the school wi fi. In such cases, the device will not be allowed at school

Phones and IPods are no longer acceptable items for use under this policy

Parents will:	While at school students will:	The school will:
Register their child's device with the school and have signed a code of conduct and user agreement	Will adhere to the school's code of conduct and user agreement.	Provide a code of conduct and user agreement outlining expectations for parents to sign.
Provide and manage a separate iTunes account or Play Store account to download school Apps.	Download apps at home with parents' consent.	Class teachers provide a list of recommended Apps.
	Only use their personal device to access appropriate Apps for their learning and with teacher's consent.	Teachers will ensure that devices are used safely and ensure appropriate down time throughout the day.
Ensure the device brought to school has sufficient memory space required for learning tasks and are fully charged.	Use their device during class time only. Devices are not permitted to be used outside at Recess, Lunch time or before school.	Monitor student use and reserve the right to take down any offensive uploads.
Agree that devices are brought to school at parents and students own risk.	Respect and take special care for their device e.g. cover, kept in tray	Not be liable for any damage or theft.
Remember to build in time for rest from screen time.	Only use internet, e-mail and school Apps for learning and positive purposes with teacher's consent.	Have classrooms develop their own protocol for use and security.
Ensure equipment is under household insurance.	Keep their username and passwords to themselves. Students are responsible for what is done in their name.	Provide access to schools wi-fi.
	Only access school guest Wi-Fi while at school with my teacher's consent. Hand over a device to any staff if asked, after using inappropriately.	Have the right to remove a student's device if the student is not adhering to KFPS BYO Device code of conduct or user agreement.

Device Registration Information

Device	Make & Model	Serial No

Parent / Caregiver signature:_____ ___   Student signature:_____