

06/02/2025 Parent notice #9

Student ICT Acceptable Use Agreement

Cowandilla Primary School is committed to providing a cyber-safe learning environment for all students. We aim to promote the safe, responsible use of technology and develop positive practices to support students in the online world. Child protection education, such as the Keeping Safe child protection curriculum, includes information about remaining safe when using technologies. Parents and caregivers also play a critical role in teaching and supporting children to develop safe and ethical online behaviours.

Internet access at school is provided for educational use. Material sent and received using the school network may be monitored (including email), and filtering and/or monitoring software is used to restrict access to certain sites and data. This helps prevent students from viewing inappropriate material at school.

However, no filtering system is perfect. Occasionally, students may access an inappropriate site (either by searching for something inappropriate or by accident). If this occurs, students need to report this to a staff member who will follow up on the issue. Outside of school, students' access to the internet is generally not filtered. It is important for parents and teachers to work together to help teach children about internet safety and strategies to deal with cyberbullying.

Teachers select a variety of online resources for students to use to support learning. Some websites/services store student data and/or require the creation of individual accounts for students. Staff may set up accounts or assist students in creating accounts for educational use. These accounts may use the students' names or school email addresses. Accounts created at school do not use home addresses, private phone numbers, or personal emails. Some websites/services require separate permission forms, which will be sent home as needed.

All students are required to keep their personal devices 'off and away' and stored within the Resource Centre between the start and end of each school day. This includes taking off any wearable technology that fits the policy's definition of personal devices, such as smartwatches, phones, tablets, computers, and game consoles. We do not provide internet access or filtering for personal devices or accept responsibility for loss or damage to personally owned student devices. Any devices brought to school are at the student's risk. A separate mobile device form will be sent home for signing when a device is brought to school.

All students are expected to behave respectfully, take care of equipment, and use devices responsibly, both at school and outside of school hours. The school provides school-owned iPads for student use onsite. Students in Years 3–6 have 1:1 iPads (each student is issued an iPad for their use at school). Reception–Year 2 classes have shared iPads for class use.

This agreement must be read and acknowledged by all students and parents, caregivers or legal guardians prior to the use of any school ICT or department ICT facilities or services. This agreement applies to all on-site technology, software, and loaned devices connecting to the school network (including, desktops, laptops, iPads, and cameras).

Thanks for your support with making our school a cybersafe community. Please contact the school with any queries or concerns regarding ICT.

Katrina Sexton
Principal
Cowandilla Primary School

Stoyan Stoianov
Digital Technologies Coordinator
Cowandilla Primary School

Overview

Students connecting to the network, either on a school-issued device or personal device, must comply with the following.

- Students must only use their own assigned computer network accounts.
- Students must not share any personal information about themselves or others, including photographs or footage, and their username or passwords.
- Personal information should not be entered onto websites.
- Students must not take photos or videos of another individual without their consent.
- When using online communities (MS Teams/OneNote/Explain Everything), users must always communicate kindly and respectfully.
- Students must not participate in harassing or bullying others online. Students must not engage in chats or other communication with third parties except when done so as part of curriculum learning.
- Students must not search for or share inappropriate content online, including abusive language, or content that others may find offensive. They must tell an adult if there is anything that makes them feel uncomfortable or is not appropriate for school.
- All software and websites should be used in an appropriate manner and not used for plagiarism or the creation of inappropriate or offensive content.
- Students must follow staff instructions to ensure compliance with copyright laws and only download or copy any files such as music, photos, videos, games, or programs if they have permission from a teacher or the owner of the original material.
- Students must comply with website terms of use, including age restrictions, appropriate access to the site and use of resources.
- Students should not forward chain letters, spam or other unsolicited communications except to report these to ICT staff.
- They must not attempt to circumvent (bypass) or gain unauthorised access to any system or other students' or staff accounts. They must tell an adult if they notice any attempt to get around (or bypass) security, monitoring, or filtering that is in place at our school.
- Students must take care of equipment and report any breakages or damage to a staff member. Intentional damage may result in repair or replacement costs being passed on to the parents.
- All students are required to keep their personal devices 'off and away' and stored within the Resource Centre between the start and end of each school day. This includes taking off any wearable technology that fits the policy's definition of personal devices, such as smartwatches, phones, tablets, computers, and game consoles.
- All students must report suspicious activity or violations of this policy to a staff member.

Our school and the department reserve the right to monitor the use of ICT assets used by students. Students who misuse assets or use assets in an inappropriate manner may have their access revoked or be subject to other in-school consequences.

PLEASE KEEP THE INFORMATION ON PAGES 1&2 FOR YOUR REFERENCE

Acceptable Use Acknowledgement

Please return this signed section to the school

Students

I have read and understood my obligations in relation to acceptable use of ICT assets at school. I understand that my access to the Internet and other computer resources may be revoked if I fail to comply with the policy and acknowledge that my activities using ICT assets may be monitored by the school.

Student name:	
Class	
Signature of student:	
Date:	

Parents, Caregivers and Legal Guardians

I have read and understood my child's obligations in relation to acceptable use of ICT assets at school.

I understand that my child's access to the Internet and other computer resources may be revoked if they fail to comply with the policy.

I have ensured that my child has signed this agreement and discussed appropriate use and strategies to stay safe online with my child.

I understand that additional resources for parents on keeping children safe online is available on the eSafety Commissioner's website, [eSafety.gov.au](https://www.esafety.gov.au).

I consent to the use of Department endorsed technology products and services provided by the school for my child, including but not limited to Microsoft 365 and Google Workspace for Education and agree to the relevant terms and conditions of those products and services.

Name(s):		
Signature(s):		
Date:		

Please return this section to the school and keep a copy for your own reference