

# St Patrick's Catholic School, Katanning



## RESPONSIBLE USE OF TECHNOLOGY

### PARENT AGREEMENT

Your child will have the opportunity to use technology within the school's facilities this year. This access includes: the use of school-funded iPads, school computers, school printers, scanners, Smartboards, robotics equipment etc. These technologies are used for educational purposes as part of planned class or school activities. It is the policy of this school to provide users with access to relevant and current technologies. This includes communication and collaboration with others within the school and organisations outside of the school, with approval from teachers.

Personal devices with cellular coverage, including phones, iPads and watches are not to be used for communication or recording purposes throughout the school day. Students caught in breach of this will be sanctioned accordingly following discussion with their parents. Phones and iPads are to be handed into the front office at the commencement of the day and collected before going home. St Patrick's takes no responsibility for personal devices bought to school.

The school web page, school Facebook account and Class Dojo are sources where student's work as well as photos promoting the positive initiatives happening at St Patrick's will be published. Parents using social media must not post photos of other children without parent consent, even if your child is in the photo. All families have completed forms at enrolment advising the school of their permission to use photos for publishing purposes. If at any stage you wish to opt out of this permission, please contact the office.

Social media can be a powerful tool for communication and promotion of the school to the wider community. It can also be a place where inappropriate conversations and complaints can be aired if not monitored and used correctly. The school Facebook page, P&F page and class pages are not to be used for complaints against the school or for conversations that should be directed to the teacher. If you are unsure of something or have something you wish to discuss, your class teacher is always your first contact. Failure to comply with this may see your access to groups removed.

Please read the Student Responsible Use of Technology agreement below with your child and help them to understand their commitment. It is important that your child accepts the responsibility of using the school's technologies in an appropriate manner. It is likewise important that you are aware of your child's access and responsibilities as a user of these technologies. As such you are requested to discuss this agreement with your children and sign the form below. Please return this agreement to the office as soon as possible.

### STUDENT AGREEMENT

Parents, please discuss the following points with your children:

- Students may only use school technologies with the permission of a teacher.
- Students must keep information such as names, phone numbers, addresses, passwords or images private.
- Students must respect others in how they communicate online.
- Students must talk to their teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- Students must take care of iPads, computers, printers, Smartboards and other technologies within the school.

- Students must not copy the work of others and claim it as their own.
- Students need to be aware that any content they upload or post will be on their digital footprint forever and traceable back to them in the future. This can have implications for future employment and character reference.
- Students may only use the school technologies for educational purposes.
- Students must not send emails that are discriminatory, harass people or could offend or insult individuals or organisations.
- Students may not download videos, music or games onto the school network unless they are requested to by the teacher.
- Students must not modify any device without the permission of their teacher. This includes deleting applications, modifying device settings or changing desktop backgrounds/iPad wallpapers.
- Students must not interfere with the data of another user or attempt to log into the network with a username or password other than their own.
- Students must not reveal their passwords to anyone other than their teacher.
- Personal devices with cellular coverage, including phones, iPads and watches are not to be used for communication or recording purposes throughout the school day.
- Phones and iPads are to be handed into the front office at the commencement of the day and collected before going home.
- Students must not remove iPad, or any other technologies, from the classroom without the permission of their teacher.
- Students understand that any inappropriate use of the device will result in school disciplinary action that may include the confiscation of the device for a period of time and the loss of the privilege to use the device in the future.

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PLEASE SIGN AND RETURN THE ATTACHED AGREEMENT TO THE SCHOOL RECEPTION.

I have read and accept the St Patrick's Responsible Use of Technology Agreement and will abide by the terms and conditions in this agreement.

I have discussed the expectations of this agreement with my child.

Child's name and class: ..... Signature: .....

Parent / Guardian Signature: ..... Date: .....