

Primary Student ICT Policy Agreement



Bayside Christian College is committed to helping students learn how to be smart, safe and responsible online. It is an expectation that you will C.A.R.E. (Care for and Respect Everyone) when you are online.

I will **C.A.R.E** in my use of digital technology and Internet **communication** by:

- Always thinking and checking that what I write or post is polite and respectful.
- Being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel.
- Working to stop bullying by not sending mean or bullying messages, passing these messages on to others; and by reporting any such messages to my teacher(s), parent(s)/carer(s).
- Creating and presenting my own work and acknowledging any websites that I have used to create my work.

I will show that I **C.A.R.E** about **protecting personal information** in my use of digital technology and the Internet by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means that:

- I protect my friends' information in the same way.
- I protect my College account passwords and don't share them with anyone except my parent(s)/carer(s) or teacher(s).
- I only ever join online spaces with the guidance and permission of my teacher(s) or parent(s)/carer(s).
- I never answer questions online that ask for my personal information.
- I know not to post three or more pieces of identifiable information about myself.

I will show that I C.A.R.E for myself and others when using digital technology and the Internet by thinking about what I share online and treating equipment with **respect**. This means:

- I am careful with the equipment that I use.
- I report to my teacher any faults or problems with any equipment I use.
- I stop to think about what I post or share online.
- I use websites or spaces that are appropriate for my age, and if I am not sure I ask a teacher or parent/carer for help.
- I protect other people's full names, birthdays, school names, addresses and phone numbers because that is their personal information.
- I speak to a teacher or parent/carer for help if I see something that makes me feel upset or if I need help.
- I speak to a teacher or parent/carer for help if someone is unkind to me or if I know someone else is upset or scared.
- I will not deliberately search for something rude or violent.
- If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - clear any offensive pictures or information from my screen or ICT devices
 - immediately and quietly inform my teacher.

If I ever have any concerns about my online safety, I will speak to my teacher(s) or parent(s)/carer(s) to discuss my concerns and seek help.

Years 3 – 6 Students

Student Name : _____ Class: _____

Student Signature: _____ Date: _____

Parent ICT Policy Agreement

As a Parent/Carer of a student at Bayside Christian College, you are required to read, accept and support the ICT Policies that have been provided to help ensure the safety of your child/ren and other students at the College. You are expected to help educate your child/ren in the area of technology and the safe use of the Internet (cybersafety).

Parent/Carer of Years 3 – 6 Student Responsibilities:

- Talk to your child/ren about the values and standards they should follow when using the Internet and online apps and services just as you would on the use of all other media sources such as television, mobiles, movies, or radio programs.
- Understand that students may not use any social media sites such as Facebook, Twitter, Tumblr, Snapchat, Instagram, etc. on their device or any College-owned devices at school.
- Understand that accessing inappropriate material on a student or College-owned device is grounds for disciplinary action and/or having network privileges taken away for an appropriate time depending on the severity of the infraction.

I have discussed the expectations of acceptable computer and online use with my child/ren. I agree that I have read and understood the Bayside Christian College Computer and Internet Acceptable Use Policy for students and that my child/ren will abide by all College ICT policies.

The Bayside Christian College Computer and Internet Acceptable Use Policy can be viewed at the following URL - <http://bit.ly/2jek3LV>

Parent/Carer Name : _____

Signature: _____ Date: _____