Dear Parents and Carers,

At St Anthony’s we are committed to contemporary education and providing our students with opportunities to become independent and investigative learners. In order to continue to provide our students with cutting edge learning opportunities, we recognise the need to develop our integration of Information and Communication Technologies (ICT) across the school.

An important part of the Australian Curriculum, centres on students developing Information and Communication Technology capability. Students need to learn how to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school and in their lives beyond school. As part of our curriculum we have included elements of Cyber Safety and Citizenship to ensure the students understand their role in being a member of the online community.

The process of updating our ICT hardware and infrastructure has begun. We have recently had a complete upgrade in our wireless capabilities and we have purchased a significant bank of Chromebooks for student use. This influx of hardware into our school has heightened the importance and relevance of discussing with and teaching our students about the acceptable use of technology in all of its forms.

Many of the social media sites and apps used in our society (Facebook, Instagram, Snapchat etc.) have regulations which indicate all users must be over the age of 13. The restrictions fall under the jurisdiction of the Office of the Children’s eSafety Commissioner. Young people are at a dynamic stage of development in which risk-taking behaviours and emerging decision-making capacities can lead to negative outcomes (Viner, 2005). None of the students at St Anthony’s have reached this age and as a result should not have access to these types of sites. If you would like to know more about these restrictions, I recommend having a look at the E-Safety section of the Australian Government website found at: https://aifs.gov.au/cfca/publications/online-safety.

Security is often a concern when it comes to children and internet safety. Both Catholic Education and St Anthony’s take Internet security seriously. Catholic Education delivers three layers of security with regards to internet and email use across all schools:

- Zscaler- A global information security provider that works with schools to filter and block unwanted internet traffic.
- Google Apps for Education- The suite of products offers a wide range of security including ways to ‘blacklist’ emails and keywords from student accounts. More information on Google’s privacy policies can be found at: https://www.google.com/edu/trust
- Router- the routers located at various levels on the infrastructure run various firewall rulers to ensure safe internet traffic.

Attached to this letter, you will find an Acceptable Use Agreement for each student attending St Anthony’s. In order for your child to use the ICT equipment at school, this agreement needs to be read, discussed and signed by both your child and yourselves as parents. The agreement outlines the expectations our school has about how ICT can be used safely and respectfully. The agreement covers a range of issues including:
- Personal online safety
- Appropriate use of images
- Protocols around messaging
- Age appropriate social media usage
- Care and handling of equipment

All Students are expected to use ICT in accordance with the User Agreement. Failure to do so will result in consequences being enforced and may result in their inability to use the equipment for a period of time.

As part of the ICT upgrade, all students in Year 3-6 will receive an email address. These email addresses are generated for all students through Catholic Education. These email addresses are to be used in an educational capacity and the protocols for their use are outlined in the Acceptable Use Agreement attached.

We ask you to sit down with your child and thoroughly work through the Acceptable Use Agreement. This form will remain active for each student for the remainder of 2016 and all of 2017.

If you would like to read or discuss any additional information regarding the safe and appropriate use of ICT, there are many excellent sources for parents. Some sources you may find useful are:

- Kidsmatter- www.kidsmatter.edu.au
- Australian Government- www.esafety.gov.au

If you have any concerns or questions regarding this process, please feel free to contact me.

Yours in Christ,

[Signature]

Greg Walker
Principal
Student Acceptable Use Agreement

To have access to Information and Communication Technologies at St Anthony’s Primary School you need to follow these agreed practices.

Student Agreement

Using Information and Communication Technologies at school is a privilege. I have conditions to follow which are for the safety and privacy of myself and others.

I will:

- Treat the school’s ICT equipment with care and use it responsibly for educational purposes.
- Use computers and the internet only as instructed by my teachers.
- If I find inappropriate material, I will turn off the screen and then tell my teacher of another adult immediately.
- Publish work and send emails using language I know is acceptable to my school.
- Tell the teacher if I receive a message that makes me feel uncomfortable.
- I will only use my Catholic Education generated email address for educational communication and as instructed by my teachers.
- Respect the privacy of all users by only opening files and emails belonging to me.

I will not:

- Give out any personal information that could be used to identify me, my family, my friends, such as my surname, address, phone number or photos.
- Take a photo of another person without their permission
- Use or post a photo of another person without their permission
- Access any kind of social media sites on school equipment
- Share my login details or passwords with another user
- Pretend to be another person with communicating online
- Break copyright regulations by copying and/or using another person’s work
- Write or send messages which may make another person feel uncomfortable, that use inappropriate language or that could be interpreted as ‘teasing’, ‘name calling’, ‘gossiping’ etc.
- Print from any device without the permission of my teachers
- Deliberately access internet sites that contain inappropriate material or images
- Post any images, photos, videos or comments about any member of my school community that might indicate I am representing the school, give the school a bad name or offend any member of the school community.
- Upload any images of myself or others in school uniform or that may identify the school in any other way without the permission of the Principal.

Student Name______________________________________________

Student Signature____________________________________________
Breaking the Student Agreement

If the Student Acceptable Use Agreement is broken, some or all of the following steps can be taken:

- Withdrawal of individual log-on accounts for a period of time deemed appropriate
- Withdrawal of email access for a period of time deemed appropriate
- Parents notified
- ICT rights withdrawn
- Guidance from school staff as to how to avoid future problems
- Steps as outlined in the School’s Behaviour Management Policy.

Parent Acknowledgement

I give permission for my son/daughter __________________________ in class ________ to use the ICT facilities, including the Internet at school and I:

- Have read the accompanying Student Acceptable Use Agreement
- Agree to my child transmitting work electronically to teachers and having work published where the school considers it appropriate.
- Have talked with my child about safety, privacy, messaging and copyright concerns while using ICT devices.
- Consent to my child’s use of the schools’ email system and other Google Apps on the understanding that the system provided through Google Apps for Education and that consequently students’ emails and email account details may be transferred, stored and processed in the United States or any other country utilized by Google to provide Google Apps services. Information about security and privacy features of Google Apps for Education may be found at http://www.google.com/enterprise/apps/education/benefits.html

Parent/Guardian Signature: ____________________________

Parent/Guardian Name (print): ____________________________ Date: ___________

Please return this form to school as soon as possible.

Your child will be unable to use the school’s hardware or Internet until this form is returned.

Thank you.