St Thomas More recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviour is essential and is best taught in partnerships with parents/guardians. We request that the parents and guardians of the students at St Thomas More Primary school, work with us, and encourage this behaviour at home.

The world our students live in, is increasingly being shaped by their ability to acquire, communicate, access and manipulate information using ICT and to respond creatively to emerging technologies. St Thomas More Primary School is committed to the use of technology as a tool to empower students to become independent learners, improve students learning outcomes and enhance family-school relationships.

‘Laptops for learning’ recognises students needs for a curriculum that meets the demands of an increasingly globalised and interconnected world in the 21st century. We believe that a 1 to 1 learning environment provides exciting and personalised learning possibilities, as well as creates powerful educational journeys for our students, extending well beyond the classroom walls.

THE TRUE PURPOSE OF EDUCATION IS TO MAKE MINDS, NOT CAREERS.
—WILLIAM DERESIEWICZ
This Acceptable Use Agreement is designed to give students and families clear and concise guidelines regarding the appropriate use of school laptops and computers. The underlying premise of this policy is that all members of the St Thomas More community have a responsibility to uphold the Catholic values of our school. We expect our students to exercise good judgement and to use technology with integrity. Our 1 to 1 learning environment provides exciting possibilities to create powerful educational journeys for our students, extending well beyond the St Thomas More learning environment.

**Online Safety**

To ensure student safety Online, it is expected that students will:

- carefully consider the content they upload or post online: this is often viewed as a personal reflection of who they are
- act responsibly at all times
- adhere to all social media and online guidelines and ethics
- adhere to all online terms and conditions
- report to a teacher or adult if at any time they feel uncomfortable or unsafe online
- understand that all online interactions are not private
- not disclose personal information of their own or others online at any time - no full name, address, phone numbers or personal photos. Avatars only
- interact appropriately in all online activities including social media - no slandering, cyber bullying, misinformation, gossip or personal attacks
- not use digital technologies to harass or bully others
- not disclose usernames and passwords to anyone
- not use another person's username or password
Machine Safety
To ensure the safety of our digital technologies, it is expected that our students will:

- close lids slowly
- keep laptops in a safe place with a protective case if food and drink are being consumed
- carry laptop with two hands and lid closed when moving around (never held by the screen)
- keep protective case on at all times
- report any problems, vandalism, damage or loss of the device to the homeroom teacher and school immediately
- handle all ICT devices with care and notify teacher immediately of any damage or attention required

Data Safety
To ensure the safety of school and student data, it is expected that students will:

- protect and respect the privacy of others
- backup their data securely by storing their work on their school Google Drive account
- maintain school device settings for virus protection, spam and filtering
- not download unauthorised Applications, games or programs without permission
- not interfere with network systems and security settings
- not access the data of another user or attempt to log into the network with login details other than their own
Behaviour Expectations

To ensure a safe and positive environment for all, it is expected that all students will:

- follow teacher directions at all times when using laptops
- ensure that their laptop is left on charge overnight so that it is fully charged for the next day
- follow teacher directions at all times when using laptops
- only use their own designated laptop, unless in a collaborative environment with teacher permission
- only use their own username and password to login. If they feel their login details have been compromised they must tell a teacher or adult immediately
- only use the accessories supplied to them
- use copyright free material only, or their own original material—images, video, music
- not use material that is not their own without a bibliography
- not edit other’s work unless working collaboratively and with teacher permission
- not stream music from the internet without teacher permission
- keep screen sharing turned off at all times unless instructed by a teacher
- keep their laptop clean
- use a laptop protector

Rules of Engagement

- if a teacher closes a laptop lid, only a teacher may open it again... this may happen if a student is not listening or following instructions
- students must understand that the school has access to all login details that students use and will be monitoring these regularly
- Skype must be off at all times unless instructed otherwise by a teacher
- permission must be requested from classroom teacher or leadership before downloading any internet apps/games etc
- students will need to read all requirements set out in St Thomas More ICT and E-smart Communication Policy (laptop handling, file management, copyright, online ethics, cybersafety) before having permission to use the laptops
• students will need to complete a Cyber Safety Lesson and receive their Cyber Safety Licence
• internet history on laptops will be randomly selected by teachers to view for ensuring students are adhering to user agreement
• students are responsible for software updates with guidance from teachers
• students must keep internet history on their laptop until directed by a teacher to clear

**Compliance**

It is expected that our students will enter into the spirit of this agreement in line with the values of St Thomas More Primary School. It is not expected that there will be serious breaches by the students. However, in the event of any that arise, the following will be put into place:

• breaches of the acceptable use agreement in any form will incur the removal of the laptop for a period of up to one week along with formal communication with parents.
• subsequent breaches will be considered more serious and therefore incur more serious consequences. These will include removal of the laptop for a period up to 2 weeks and further communication with parents to guarantee and enforce stricter monitoring and follow up at school and home.
• during any time of suspension, students will be expected to complete all set tasks with pen and paper.
This slip needs to be signed and returned to your child’s homeroom teacher by this Friday. All signed copies will be kept on file.

For Students

I have read the Acceptable Use Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breach of this Agreement and will accept these at the School’s discretion.

Student Full Name: __________________________

Student Signature: __________________________

Date: __________________________

For Parents

I have read the Acceptable Use Agreement and I will abide by all the expectations laid out within. I understand the consequences for any breaches and am supportive of this.

Parent Full Name: __________________________

Parent Signature: __________________________

Date: __________________________