Our Lady of Lourdes Catholic Primary
School, Sunnybank

Information, Communication and Learning Technology (ICLT)
Acceptable Use Agreement

Years 4 to Senior

Information Communication and Learning Technology (ICLTs) includes the use of computers, the school network, the internet, digital/video cameras and scanners.

At Our Lady of Lourdes School the use of information, communication and learning technologies is used to enhance teaching and learning in many ways. It is our responsibility as a school community to ensure the appropriate use of these technologies and assist students in making correct and informed decisions regarding its usage and the value of the information gathered.

The following sets out the acceptable usage and procedures that cover legal issues, copyright, risk benefits, privacy and responsibilities of students from Years 4 to Senior. We ask that students in consultation with their parents, carefully read and discuss the following, sign it and return the form to their classroom teacher.

GENERAL USE

1. When using ICLTs I will use my time effectively and do the task I am meant to be doing.
2. I will only use ICLTs for educational purposes.
3. I will take care of the school’s equipment.
4. I know that viruses can spread from one computer to another and I will not download any files from floppy disks, CDs, memory sticks/USBs or files sent by email on to the school network from outside sources eg. Home.
5. I will not use the school’s equipment for anything which is against the law or which would inconvenience other people, eg.:
   - Printing more copies than I need
   - Downloading large files which slow down the network
   - Change the settings on computers
6. I will only work on my own work and store it correctly in my own folder.
7. I will log off the network when I am finished.
8. I will use courteous and appropriate language when communicating with others.
9. I will not look for anything that is illegal, dangerous or offensive.
10. I will only access websites that are relevant to the information I need.
11. If I accidentally see or hear anything that I know is inappropriate I will clear the screen by immediately clicking on the home button and tell my teacher immediately.
12. I will not give personal information about myself or others unless I have permission from a teacher eg. name, address, phone number, parent’s names, etc.
13. If I receive messages that I do not like I will tell a teacher immediately.
14. I know that the school may check my computer files and may monitor the internet sites I visit.
15. I will not copy people’s work and call it my own. This includes pictures and information I find on the internet and CDs.

I understand the points outlined above and I agree to follow them. If I ignore any of the above I may have the privilege of the use of ICLTs at Our Lady of Lourdes Catholic Primary School, Sunnybank taken from me.

Student’s Name: ______________________________  Date: ______________________

Class Level: __________________  Year: ______

Student signature: _____________________________

Parent signature: _____________________________