

## 2023 ICT Acceptable Use Policy – Epal Program



### **I will be safe by:**

- Leaving my device safely inside the classroom unless I am with a teacher.
- Using my device away from food and drinks.
- Reporting any problems or breakages to a teacher immediately.
- Viewing and sharing content that is safe and suitable for school purposes.
- Accessing ONLY my own accounts, not others.
- Following classroom and teacher rules when handling my device.
- Keeping passwords and personal details private.
- Following classroom and teacher rules when handling my device.
- Keeping my device safe in my bag on the way to and from school/OSHC.

### **I will be respectful by:**

- Observing cyber safety rules to keep myself and others safe online.
- Handling ONLY my own device, not others.
- Creating and sharing content that is positive and respectful.
- Taking and sharing photos, videos and sound recordings ONLY when granted permission by my teacher and by those featured in the recordings.
- Using relevant subjects and polite language when emailing

### **I will be a learner by:**

- Having the discipline to not use email or home apps/programs (including messaging/social media) during school time, unless directed by a teacher.
- Using school email for school purposes only.
- Being on the teacher-assigned app/program or task at all times.
- Making sure my device is at school every day and is fully charged.
- Making sure my device is 'school ready' with apps/programs and internet tabs from the previous day closed.
- Storing work from the current year in an organised way, then removing/archiving ahead of the new school year.
- Restarting my device regularly at home to ensure all updates are completed BEFORE coming to school

## **Student declaration:**

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT services, facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT services, facilities and devices, appropriate action may be taken as per the school's Student Code of Conduct, which may include loss of access to the network (including the internet) for a period of time.

I have read and understood this ICT Acceptable Use Policy and the Student Code of Conduct.

I agree to abide by the ICT Acceptable Use Policy.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_