**INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) ACCEPTABLE USE GUIDELINES & CONTRACT**

The use of computer and other technologies at Donald Primary School is a ***privilege with responsibility***.

Failure to abide by the following guidelines may result in revoking the privilege, or further consequences.

The purpose of using Information and Communication Technology at Donald Primary School is to:

* Enhance student learning opportunities.
* Promote student achievement.
* Support students in developing digital literacy skills.
* Provide opportunities for engaged learning in a 21st century environment.

The use of these Information & Communication Technologies within the school should be responsible, legal, appropriate and for educational purposes.

Donald Primary School has provided each student with a Chromebook, most of which were purchased in 2023/2024. These devices provide the opportunity for our students to partake in ICT lessons and use technology in all of their studies.

Students who misuse these devices may be banned for a period of 1 – 5 days in the first instance, 2 weeks following a second incident and a much longer period if required.

The classroom teacher / school ICT technician will monitor student user accounts, files, printing, Internet history, and/or login sessions for appropriate management purposes

### Guidelines

The high use of computers has necessitated the ICT Acceptable Use Guidelines & Grade 3-6 ICT Student Contract. The aim of the guidelines and student contract is to ensure:

* our students remain safe.
* the experience students have when using the Internet is always positive.
* the high quality of students’ published work.
* our computer resources & network continues to function at its optimum level without student interference, negligence and damage.

### Implementation

The following guidelines will be followed when using the computers and Internet at Donald Primary School:

* all students and their parents are required to sign the Grade 3-6 ICT Student Contract before being allowed to use school computers & netbooks, and accessing the Internet
* students who behave inappropriately will be unable to use the computers and/or Internet facilities for a period to be determined by the class teacher and Principal.
* student Internet use will be closely supervised by class teachers and the school technician.
* students will be taught about ‘acceptable behaviour’ when using the Internet including:
  + not using digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people
  + only identifying themselves by their first name.
  + not publishing contact details, for example, phone numbers or addresses.
  + always using their manners when interacting and communicating with others.
  + developing an understanding of what are ‘acceptable’ sites for them to visit.
  + communicating immediately with the class teacher any concerns they have about any ‘unpleasant’ sites or interactions.

### Evaluation

The effectiveness of the ICT Acceptable Use Guidelines & Grade 3-6 ICT Student Contract will be evaluated by:

* close monitoring by the School Technician and Classroom Teacher.
* consultation with the Principal.
* keeping a record of complaints and incidents.

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Description automatically generated**ICT CONTRACT 2025**

## Computer Use

* I will not damage or attempt to damage the ICT resources including computers, netbooks, printers, cables or headphones. I will be respectful of the resources provided to me.
* I will not alter any settings on the computer without permission from my teacher.
* I will not download music clips or images from the Internet unless I have permission from my teacher.
* I will not eat food or consume drinks while using the computers.

## Internet Access and Publishing

* I will only access the Internet for purposes specified by my teacher i.e. playing games.
* I will not give out personal information such as my surname, address, telephone number, parents’ work address and telephone number.
* I will not use material from any website, including photographs, unless I have the permission of the author or my teacher.
* I will follow the school’s guidelines and procedures when preparing materials for publication.

## Online Behaviour

Cyber bullying is a form of bullying which is carried out through an internet service such as email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS. It may involve text or images (photos or drawings).

***Cyber bullying is unacceptable in any form at Donald Primary School.***

* I will not use digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people.
* I will never send my photograph to anyone without the permission of my teacher and parents.
* I will always have my teacher’s permission before communicating online.
* I will use acceptable and appropriate language when communicating online.
* I will not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages.

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## DPS - STUDENT ICT CONTRACT 2025

## STUDENT AGREEMENT:

## *I understand that breaches of the Donald Primary School ICT rules will see me lose my computer/netbook and/or Internet access rights for a period of time determined by the school. I understand that my parent/guardians maybe contacted and the matter thoroughly discussed with them.*

**Student’s Name: Signature: Date:**

**PARENT / GUARDIAN AGREEMENT:**

*I have discussed the conditions set out above with my child and support this ICT Student Contract. I understand that if my child is found to be negligent or willful in damaging any of the school’s computer resources, that I am liable for the cost of repairs or replacement of these resources to ensure the continued access to these resources.*

**Parent/Guardian’s Name: Signature: Date:**

**Form returned to School Date:**

**Signature:**