

ICT Acceptable Use Student Agreement

Infants/ Adjusted

Instructions

The ICT Acceptable Use Student agreement is informed by the Diocesan ICT Acceptable Use Procedure which applies to all staff and students in the diocese. The agreement translates key points from the procedure into student-friendly language, outlining the rules and expectations for using ICT resources across our Diocesan schools. This includes all ICT facilities, assets, services, and materials owned or managed by the Diocese, as well as any Bring Your Own Device (BYOD) arrangements. Please read the agreement carefully before completing the acknowledgement via Compass. The procedure and student agreements are available on the MN Catholic Schools website for future reference.

Definitions

TERM	DEFINITION
User	A user or authorised user is a person who has been provided with a username and password by the Diocese to access Diocesan ICT Services. This includes workers, parents/carers and students.
Bring Your Own Device (BYOD)	Any digital device owned, leased, or operated by an authorised user of the Diocese when connected to Diocesan ICT Services.
ICT	Means information and communications technology within the remit of the Diocese or its agencies.
ICT Asset	Means any hardware, software, cloud-based services, communication devices, data centres or networks that are owned by the Diocese or provided by the Diocese, to users.
ICT Resource	Means any ICT service, ICT asset or digital information.
ICT Services	Facilities and services provided to an authorised user, including software, communication devices and computing infrastructure under the control of the Diocese (or a third party provided on the Diocese's behalf) that provides access to information in an online or electronic format.
Incidental personal use	Means use by an individual user for occasional personal communications. Users are reminded that such personal use must comply with the ICT Acceptable use procedure and all other related policies, procedures and rules.
Mobile device	A mobile device is any portable, wireless computing device that can connect to the internet. This includes, but is not limited to: smartphones, tablets, wearables (like smartwatches), e-readers.
Inappropriate	Means any content that is not suitable for the school environment. This includes but is not limited to: <ul style="list-style-type: none"> offensive language that is intended to offend and demean others gambling references discriminatory language discussion or content that promotes or instructs on illegal activities. Etc.

	This also includes anything that would be identified as a breach of other school policies for behaviour and wellbeing.
Objectionable	Means material or content that deals with matters such as sex, cruelty or violence in such a manner that it is likely to be injurious to the good of students or incompatible with a school environment.
Social Media platforms	Social Media platforms refers to digital platforms and technologies that enable users to create, share, engage with content and interact with other users via messaging and commenting in real time. This refers to all social media platforms including but not limited to: Facebook, Reddit, Snapchat, TikTok, X, Instagram, Pinterest, and Discord. Noting exceptions may apply to platforms that serve educational purposes when approved by the diocese and deemed safe for student use.
School	Refers to all areas within the boundaries of the school property, including but not limited to classrooms, bathrooms, playgrounds, sports fields, carparks, and any buildings or facilities owned or operated by the school or Diocese.
School Hours	Refers to the time at which the school opens and concludes at dismissal at end of the school day. In school related settings, school hours refer to the duration of the school-related events.
School related settings	Refers to school-related events taking place outside of school grounds where there is a clear and close connection between the school and the conduct of students, such as excursions, camps, representative sport, social events.

Rules and guidelines for use of ICT- Infants/ Adjusted

- I will follow teacher instructions when using devices
- I will take care of devices and hold them with two hands when moving around.
- I will not throw, hit or deliberately damage devices.
- If a device is broken or damaged, I will report it to a teacher straight away.
- I will sit when using a device, unless the teacher gives different instructions for use.
- I will ask permission from teacher and others before taking photos, videos or recordings.
- I will only use my log in details to access a device and not share my password with others. I will log off the device when I am finished using it.
- If I am unsure about what to do or how to do something when using a device, I will ask an adult for help.
- If I see something inappropriate, I will shut the laptop or press the lock/sleep button on the iPad and then go tell a teacher.
- I will stop using the device when my teacher tells me it's time to finish.
- If I break these rules, then the teacher will contact my parents and there may be consequences.

Agreement for Students and Parents/Guardians

This agreement acknowledges that the student and their parent/guardian have read, understood, and accepted the ICT Acceptable Use Procedure of the Catholic Diocese of Maitland-Newcastle (CDMN). A copy of the [ICT Acceptable Use Procedure](#) can be accessed via MN Diocese Policies Library.

Parent/Guardian Acknowledgement

I, the parent/guardian, confirm that I have read and understood the ICT Acceptable Use Student Agreement provided by CDMN. I acknowledge my responsibility in ensuring that my child adheres to the rules and guidelines outlined in the agreement when using the school's ICT resources. I confirm that I have read the 'How I use ICT' social story stating the rules and guidelines for use of ICT with my child.

This acknowledgement is to be completed via Compass. By completing this agreement via Compass, students and parents agree to the guidelines and conditions for use outlined in this agreement.

Thank you for your cooperation and support in ensuring a safe and productive ICT environment for all students.