

Instructions

This agreement is informed by the Diocesan ICT Acceptable Use Procedure. It 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

	<ul style="list-style-type: none"> discussion or content that promotes or instructs on illegal activities. Etc. <p>This also includes anything that would be identified as a breach of other school policies for behaviour and wellbeing.</p>
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- Primary

I Can:

- I can use school computers, iPads, and other technology to help me learn and do school activities.
- I can use school technology for personal things only at specified times when I am given permission by school staff and when it does not interfere with completion and engagement in school work or school activities.

I Will:

- I will use school technology safely, responsibly, and kindly. This means:
 - Taking care of iPads, laptops, and other devices when using, carrying, or storing them.
 - Logging off a device when I'm not using it.
 - Asking permission from teacher and others before taking photos, videos, or recordings for learning purposes.
 - Telling a teacher if something is broken or if I see something wrong with the technology.
- I will ask my teacher before using any school ICT. This includes logging onto a device, opening an app, or going online.
- I will ask my teacher if I'm not sure if I can do something with the technology.
- I will keep my passwords safe, secure and not share them with anyone else.
- I will use school technology to talk to teachers and other students only about schoolwork.
- I will tell a teacher if I see anything inappropriate or suspicious online. If I accidentally see something inappropriate, I will:
 - not show it to others.
 - close the window or screen.
 - tell a teacher straight away.
- I will respect others' privacy and work by not looking at, copying, or sharing their work without permission.
- I will ask my teacher before downloading anything that does not belong to me or was not created by me.
- I will only use Diocese approved applications and ICT tools when using school technology. When using these tools, I will:
 - follow my teacher's instructions and school rules.
 - not enter any personal information unless my teacher says it's okay.
 - make sure what I create is kind and respectful.

I Will Not:

- I will not use someone else's ICT account or device.
- I will not misuse school technology by downloading too much, printing unnecessarily, or storing personal stuff on school devices.
- I will not connect other devices or install apps without permission from a teacher.
- I will not use school technology to:

- look at or search for inappropriate, offensive or age-restricted content.
 - create, download, or share inappropriate or offensive content.
 - share false or harmful information.
 - send spam, chain emails, or offensive jokes.
 - do anything illegal or unethical, like hacking or breaking copyright laws.
- I will not use my school email and accounts for anything other than school related learning activities. This includes but is not limited to use of school email to sign up for non-school related accounts such as social media and gaming platforms.
- I will not use email, personal device hot spotting or any other means to bypass blocks to any website, including social media, put in place by the Diocese. Any attempt to circumvent these restrictions is considered a violation of this policy.
- I will not use social media platforms during school hours at school and in school related settings, unless for educational purposes when specifically instructed by teachers, noting I must meet the minimum age requirements.
- I will not use school technology or social media to:
 - share personal information or content about others without their permission.
 - post or share anything that is fraudulent, harassing, threatening, or discriminatory.
 - bully, harass, or intimidate other students, teachers, or staff.
- I will not try to bypass security measures or access resources without permission.
- I will not do anything that could harm or disrupt school technology, like introducing malware or downloading unauthorised software.

I Understand:

- I understand my school might limit my use of school technology until I agree to these rules.
- I understand these rules also apply to my own devices (like laptops, tablets, phones, USB drives) that I bring to school.
- I understand that my use of school technology, including browsing, emails, messages and any other activity is monitored and reviewed. The school can also audit its network and devices, which includes checking my browsing history, stored content, emails and any other use of the devices and network.
- I understand the school can block access to any website or app.
- I understand that I am prohibited from using social media platforms at school and in school-related settings.
- I understand that there are age restrictions on many social media platforms which prohibit me from using them. I understand that if I use an age-restricted social media platform at school, this may be reported to my parents, and the platform may be referred to the eSafety Commissioner. If reported, my account details and personal information may also be shared with the Commissioner if requested.
- I understand I must not post or share anything on social media that is fraudulent, harassing, threatening, bullying, embarrassing, profane, obscene, objectionable, discriminatory, racist, sexist, intimidating, defamatory, or otherwise inappropriate or unlawful.

- I understand there are consequences for misusing school technology, which may include telling my parents, losing access to school technology, disciplinary action, and/or legal consequences. If I damage school technology, my family might have to pay for repairs. If illegal activities are involved, the school may inform the police.
- I understand I must follow all relevant laws, rules, and school policies when using technology.

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.

Student Acknowledgement

I, the student, confirm that I have read and understood the ICT Acceptable Use Student Agreement provided by CDMN. I agree to follow the rules and guidelines outlined in this agreement when using the school's ICT resources, which include, but are not limited to, computers, tablets, internet access, software, printers, network, and any other digital tools provided by the school. I understand these rules also apply to my own devices (like laptops, tablets, phones, USB drives) that I bring to school.

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 ICT Acceptable Use Student Agreement-Primary 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.