



## Acceptable Use of Information Technology Agreement

The use of “chrome books” at Aranda Afters is limited to children in Years 4, 5 and 6 – between 4.00 and 5.00 pm each afternoon during school terms.

The responsible use of chrome books by children, with guidance from our educators, will help provide a secure and safe learning environment for them. Children using internet and online communication services have the responsibility to report inappropriate behaviour and material to the Director or a member of staff.

Children using chrome books at Aranda Afters will:

- Ensure that use of the chrome book is ***only for learning and educational purposes to support their classroom learning***. This does not include:
  - the use of YouTube (unless with specific, and prior, staff approval); and
  - games that do not have a specific and easily identifiable educational purpose.
- Not use unauthorised programs or intentionally download unauthorised software, graphics or music that is not associated with learning.
- Ensure that communication through internet and online communication services is related to learning.
- Not disable settings for virus protection, spam and filtering that have been applied to the chrome book.
- Keep passwords confidential, and change them when prompted, or when known by another user.
- Use passwords that are not obvious or easily guessed.
- Log off at the end of each session to ensure that nobody else can use their e-learning account.
- Promptly inform an educator if they suspect they have received a computer virus or spam (ie: unsolicited email); or if they receive a message that is inappropriate; or makes them feel uncomfortable.
- Seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a child.
- Never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence;
  - a computer virus or attachment that is capable of damaging recipients’ computers;
  - chain letters and hoax emails;
  - spam (eg: unsolicited advertising material).
- Never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person;
  - false or defamatory information about a person or organisation.
- Be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.



## Acceptable Use of Information Technology Agreement

### Student Agreement

***I understand, and agree, that I may use my chrome book at Aranda Afters – between 4.00 and 5.00 pm – to work on school homework; assignments; or research tasks that directly support my classroom learning.***

I understand, and will follow, this Acceptable Use of Information Technology Agreement. If I break this agreement, the consequences could include the suspension of my computer privileges for a specified period of time.

I also understand that Aranda Primary School’s SchoolsNET account, Google Apps for Education account and electronic data stored at the school is owned by Aranda Primary School. Aranda Primary School has the right to access any of the information used through the mediums provided through the school at any time.

Child’s Name (please print): .....

Child’s Signature: .....

Date: ..... / ..... / .....

### Parent Collaboration and Consent

As the parent of this child, I have read the Aranda Afters Acceptable Use of IT Agreement. I understand that my child’s chrome is only to be used for educational purposes to support classroom learning and that the use of the chrome book for any other purpose is inappropriate.

I also understand that if my child does not maintain this agreement that they will have this privilege revoked for a specific period of time and that I will be informed of this.

While I understand Aranda After endeavours to protect children from inappropriate digital content, I recognise it is impossible for Aranda Afters to restrict access to all controversial materials, and I will not hold Aranda Afters responsible for materials acquired on the school network.

I understand that Aranda Afters follows the Aranda Primary School philosophy of supporting children to learn to be digitally literate, safe, legal and responsible users of technology. I understand that children’s computer activities at home should be supervised as they can affect the academic environment at school.

I hereby give permission for my child to use technology resources at Aranda Afters.

Parent’s Name (please print): .....

Parent’s Signature: .....

Date: ..... / ..... / .....