As a student at Our Lady Star of the Sea School, I am expected to use the internet and digital resources in a responsible manner. Therefore I am required to adhere to the following guidelines:

**RIGHTS**
I have the right to have access to ICT tools and services for educational purposes.
I have the right to be safe within a digital community.
I have the right to become a confident and capable user of ICT in my learning.
I have a responsibility to respond in a respectful manner and a right to be respected for my views as a responsible global citizen.

**RESPONSIBILITIES**

**Devices**
- I will take care with all digital devices and equipment owned by the school or other persons.
- I will not change the settings of any device without permission.
- I accept all responsibility for any device I bring to school.
- I will report any concerns or damage to digital devices.

**Cyber Safety**
- I will use my login and password only. If I forget my login and password then I will tell my classroom teacher who will organise my login and password to be reset.
- I will not disclose passwords or try to gain access to the other users work without permission.
- I will not give out personal information such as my surname, address, telephone number, and parents’ work address/telephone number.
- If I find myself in unsuitable web pages or links I will immediately click on HOME or turn the monitor off and inform the teacher.
- I will immediately inform my teacher of any unpleasant or uncomfortable messages that I receive and I will not respond to these messages.
- I will compose email messages using language that I understand is acceptable to my school.
- I will never send a person my picture without first checking with my teacher.
- I will not use the internet to frighten or annoy another person.
- I will work on the web only for purposes specified by my teacher.
- I will not use material from other web sites unless, where necessary, permission has been gained from the person who created the material. If I am unsure I am to check with my teacher.
- I will not download any information stored on items such as USB and CD’s unless authorised by the class teacher.
- I will ensure that all digital content, software (apps), and data (eg, music, movies, documents) are legally purchased and/or have appropriate licensing.
● I will use school prescribed Social Media appropriately and will report any inappropriate use to my teacher or parents.

● I will use my Google Apps for Education (GAFE) account to assist and organise my learning at Our Lady Star of the Sea.

PROCEDURE/CONSEQUENCES

I understand that if I do not follow the code of practice for internet use I will have my internet privileges suspended. My classroom teacher and principal will decide the length of the suspension. My parents will be informed.

I agree to the Code of Practice for internet usage at Our Lady Star of the Sea School.

Name of student:          Class:

Signed:                  Date:

Parent/s signature: