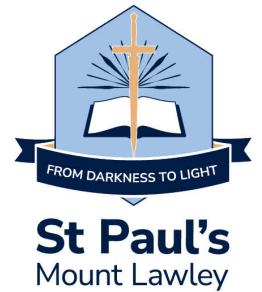


# 2026

## ICT ACCEPTABLE USE AGREEMENT



### RATIONALE

Information and Communication Technology (ICT) is utilised at St Paul's Catholic Primary School for learning, teaching and administration. The availability of such resources provides opportunities for students develop their full potential and to meet the outcomes mandated in the curriculum such as recognising intellectual property, applying digital information security practices, applying personal security protocols identify the impact of ICT in society, plan for information searches, locate, generate and access data and information, select and evaluate information, generate solutions to learning area tasks, collaborate, share and exchange, understand computer mediated communications, select and use hardware and software, understand ICT systems, and manage digital data. While ICT offers significant educational value, it can also pose risks to students' safety, personal wellbeing, and individual and corporate reputation.

In accordance with the teachings of the Catholic Church, the use of ICT and all forms of communication within the school community must reflect the highest standards of accountability, responsibility and respect for the dignity of the human person, and support a caring, safe and supportive learning environment. Students are encouraged to critically evaluate the information and influences of media, communication and technology through a Gospel lens (Mandate, para 22)

### DEFINITIONS

'Information and Communication Technology (ICT)' means all computer hardware, software, systems and technology including the internet, email and social networking on devices during school hours and on school premises, or through accounts or resources provided to be used at home.

### PRINCIPLES

1. The purpose of Information and Communication Technologies (ICT) at St Paul's is to enhance student learning.
2. At St Paul's, ICT is utilised for educational purposes only.
3. At St Paul's, ICT is a tool to support learning. Access to ICT can be removed if procedures are not followed or rules are broken. Students using ICT must not break State or Commonwealth laws.
4. Students using ICT must do so within the school guidelines and within the parameters of acceptable use, as outlined below.
5. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students, including emails. This applies to school, student or family-owned devices being used at school.
6. Students shall be made aware that access to ICT, particularly the Internet, email and social media, can expose them to inappropriate material or potential harm.
7. As parents are the prime educators of their child(ren), they shall be informed of the school procedure and are obliged to assist in facilitating its implementation. They are required to discuss and sign policy agreements with their child(ren). After the signatures have been received, the child will be able to use ICT at St Paul's.

**2026 STUDENT  
ICT ACCEPTABLE USE AGREEMENT  
KINDY – YEAR 3**



To help everyone learn and stay safe, I \_\_\_\_\_ promise to:

1. Be kind and respectful when using the iPad.
2. Use the iPad for learning and only when my teacher says I can.
3. Carry the iPad with two hands to make sure I don't throw, drop or hit the iPad. If the iPad is broken or not working, I will tell my teacher.
4. Put the iPad away when and where my teacher tells me to.
5. Keep food and drink away from the iPad.
6. Keep pencils, crayons, paints and stickers away from the iPad.
7. Only visit websites or apps my teacher tells me. If I see something that makes me feel upset, I will close my iPad and tell my teacher straight away.
8. Not contact anyone outside of St Paul's during class or use video call or messaging apps at school.
9. Ask my teacher before I use or copy any online information into my work.
10. Keep my private information (name, address, phone number and photos) safe by not sharing this.
11. Keep my passwords safe and private by only sharing it with my teacher and my parents.
12. Only take photos of videos of things or people when my teacher says it is okay.

<b>STUDENT NAME</b>			
<b>YEAR LEVEL</b>		<b>DATE</b>	
<b>PARENT SIGNATURE</b>	<i>I acknowledge that I have read and discussed these rules with my child.</i>		

# 2026 STUDENT ICT ACCEPTABLE USE AGREEMENT YEAR 4 – YEAR 6



At St Paul's, students in Years 4 to 6 take part in a 1:1 iPad Program. You will have your own iPad to use for learning at school and at home. Information and Communication Technology (ICT) is an important part of how we learn, create, share, stay safe online and use information responsibly at St Paul's. To help everyone learn and stay safe, you must use your iPad and other digital tools responsibly. Inappropriate or unsafe use of ICT may result in losing access to digital devices.

**To help everyone learn and stay safe, I \_\_\_\_\_ agree to follow these rules:**

**Bringing and caring for my iPad;** I will...

- Bring my iPad to school every day and take it home every day.
- Make sure my iPad is fully charged before school.
- Keep my iPad in a protective case at all times.
- Store my iPad safely in my classroom, when not in use.
- Take care of my iPad and case, and I will not draw on, stick things on or damage them.
- Be the only person to use my iPad.

**When and how I can use my iPad;** I will...

- Only use my iPad for learning and follow my teacher's instructions on what apps, website or functions to use.
- Only use my iPad in class, not at recess or lunch, or before/ after school.

**Using apps, settings, and accounts;** I will...

- Not change settings on my iPad.
- Not download apps, games or files without permission.
- Only use my own account and device.
- Keep my passwords safe and private by not sharing them.
- Keep apps installed at home in a separate folder, and not use them at school.
- Be responsible for backing up my own work.

**Communication and online behaviour;** I will...

- Be polite, kind and respectful when communicating online with my teachers and peers.
- Not contact anyone outside of St Paul's during class, or use video call or messaging apps at school.

**Photos, videos and sharing;** I will...

- Make sure my background and images on my iPad are appropriate for school.
- Have permission from my teacher and anyone in focus, to take photos or videos.
- Only share images if they are respectful, safe, related to my learning and with teacher permission.
- Respect copyright and not copy, download or use Artificial Intelligence (AI) to create work that is not mine.

**Staying safe;** I will...

- Not search for rude, violent or inappropriate content.
- Tell my teacher straight away if I accidentally see something inappropriate.
- Talk to a trusted adult, if something online makes me feel upset or worried.

<b>STUDENT NAME</b>			
<b>YEAR LEVEL</b>		<b>DATE</b>	
<b>PARENT SIGNATURE</b>	<i>I acknowledge that I have read and discussed these rules with my child.</i>		