April 2015

Dear Parent/Carer,

Please find attached the Student/Parent contract to sign and return regarding Currumbin Primary School’s ICT Terms and Conditions of use.

At Currumbin Primary School:

- The students in our school need to be IT literate.
- We want to provide the best possible education for all our students.
- ICT will be used and monitored to prepare children for life in a technological world.
- Students with mobile phones, should be encouraged to leave them at home.
- Students’ mobile phone usage during school hours is prohibited.

To enhance student learning at Currumbin Primary School, each student engages with social media and online learning communities. These include Google Apps for Education, Blogging, Edmodo, Twitter and Educational Apps, with the possibility of using other ICT learning products as they are developed and become available in classrooms.

The aim of this contract is to ensure that pupils will benefit from learning opportunities offered by the school’s Internet resources in a safe and effective manner. Internet use and access is considered a school resource and privilege.

Before signing, the ICT policy should be read carefully to indicate that the conditions of use are accepted and understood.

Thank you for your assistance in creating a safe learning environment for all members of the Currumbin Primary School community.

A Saunders
Acting Principal

J Hoy
Deputy Principal
General Use of Personal Devices
1. I understand it is recommended that I bring my personal device to school each day in a protective case that I have provided.
2. I will ensure the device is charged ready for each school day.
3. I will hold the device with two hands and walk at all times when carrying it.
4. I will ensure my device is kept in my school bag on my trip to/from school. I will not use my device before/after school, or during school breaks.
5. I will keep food and drinks away from the device at school.
6. I will immediately report any accidents or breakages to my parents and teachers.

Content
1. I will use the device and the school’s ICT facilities only to support my school learning program as directed by my teacher whilst at Currumbin State School. I will not undertake or look for anything that is illegal, dangerous or offensive on a device, mobile phone or computer/laptop.
2. I understand I/my parent is responsible for installing the necessary apps onto my personal device. The classroom teacher will provide a list of the apps required. Further they can be found on the school Edstudio site. (Support can be accessed for families who have difficulty with this task). Any inappropriate material or unlicensed software must be removed from personal mobile device before bringing the device to school and such material is not to be shared with other students.
3. I permit my teachers and parents to perform checks to monitor that I have not installed illegal/unsuitable software applications and content, and to check the websites/apps which I visit and my communication with others. I understand there will be consequences for inappropriate use including, but not limited to, loss of privilege of using the device for a period of time.

Safety and Security
1. Whilst at school, I will only connect my device to Education Queensland’s Managed Internet Service, which is monitored for inappropriate use, content and language.
2. I understand that my device must meet the minimum specifications detailed by the school, in order to access the school network safely.
3. Whilst at school, I will only access websites and apps that support my learning.
4. I will only use my school email account for emails related to my learning.
5. I will not use social media apps such as flick, snapchat, viber etc to communicate with students or others. (If I receive any inappropriate emails or social media messages at school I will tell my teacher. If I receive any at home, I will tell my guardians).
6. I will be cybersafe and cyber smart when using the internet.
7. I will only take photos, on my device, when instructed by my teacher.
8. For security reasons, I am not to share account names and passwords with anyone unless requested by Currumbin State School staff when servicing the device.
9. I will not divulge personal information (e.g. name, parent’s name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
10. I understand that I am responsible for the security and use of my device while at Currumbin State School. While the BYO devices will be stored in classrooms during break times, parents should seek personal insurance. All devices are monitored by teachers at school and rules are in place to prevent foreseeable problems and damage however, from time to time, accidents may occur.

Mobile Phones
1. Mobile phones cannot be used on school grounds. I understand that once I enter school grounds, my mobile phone must be switched off and remain in my school bag at all times. I cannot text, ring or use the internet whilst on school grounds.
2. If I bring a mobile phone to school for use before or after school, I understand that I am responsible for the safety of my phone.
3. I understand that if I use my mobile phone at school, I permit my teachers and parents to perform checks to monitor the websites/apps which I visit and my communication with others. I understand there will be consequences for inappropriate use in line with the Responsible Behaviour Plan.

I understand the following behaviours are unacceptable:
1. Use of a mobile phone or personal device in an unlawful manner.
2. To download, distribute or publish offensive messages or pictures.
3. Use of language and/or threats of violence that may amount to bullying and/or harassment, or to insult, harass or attack others by using obscene, racist, derogatory or abusive language.
4. To deliberately waste printing and internet resources or damage computers, printers or equipment.
5. To use social media, online email and internet chat at school (social media apps such as kik, snapchat, flick, Instagram, Viber etc cannot be used to communicate with students on personal devices at school).
6. To knowingly download viruses or any other programs capable of breaching the department’s networks security.
7. To use in-phone/device cameras or videos without teacher direction or anywhere a normal camera would be considered inappropriate, such as in change rooms or toilets.
8. To invade someone’s privacy by recording personal conversations or daily activities and/or the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.

Staff Support
1. Staff will deliver education programs as part of their Responsible Behaviour Plan on how to be Cybersmart and Cybersafe.
2. Teachers will explicitly teach the responsibilities outlined in this contract and develop classroom procedures to support the safe and meaningful use of ICT devices to enhance educational outcomes.
Appropriate and Safe Use of School Network and Personal Device Contract

To utilise your personal device at school, please return the following Contract of Behaviour to your class teacher by Friday 1st May 2015.

**Student Agreement:**

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and my devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the school's **Responsible Behaviour Plan**, which may include loss of access to the network (including the internet) for a period of time and disciplinary action.

I will use my device safely, responsibly and lawfully and in accordance with the **Appropriate Use of School Network and Device Contract** and **School Responsible Behaviour Plan**.

I have read and understood the Currumbin Primary School Appropriate and Safe Use of the School Network and Personal Devices Contract and I agree to abide by the rules whilst enrolled at Currumbin State School.

________________________________________ (Student's name) ________________ (Class)

________________________________________ (Student's signature) ________________ (Date)

**Parent or guardian Agreement:**

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices (including the internet) for valuable learning experiences.

I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend upon responsible use by my child. I believe my child understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities, networks and devices.

I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with the **Responsible Behaviour Plan**.

I understand that the school does not accept liability for any loss or damage suffered to personal devices.

I have read and understood the Currumbin Primary School Appropriate and Safe Use of the School Network and Personal Devices Contract and I agree to its conditions.

________________________________________ (Parent/Guardian's name)

________________________________________ (Parent/Guardian's signature) ________________ (Date)