



This Acceptable Use Agreement applies to Years F- 4 students when using ICT.

St Paul's Primary School reserves the right to review any material in student accounts, file or cloud server space, to monitor appropriate use by students.

My responsibilities when using ICT

When I use ICT:

I will send messages and talk to others politely.

I will not use mean or rude language online.

I will not share my full name, home address, phone number, or passwords. If someone asks for my personal information, I will tell my teacher or a trusted adult.

I will not share my passwords, and I will not use anyone else's.

I will talk to my teacher or a trusted adult at school if I see something online that looks wrong or untrue.

I will not copy other people's work without permission. If I use something from a website, AI, or another source, I will say where I got it from.

If I feel uncomfortable or unsafe because of something I see or hear, I will tell my teacher or a trusted adult at school right away.

I will only use apps, websites, and games my teacher says are okay.

I will not copy, change, or delete other people's digital work. When my teachers put us in groups or pairs, I will use kind words and will listen to my classmates' ideas as we work together.

What I should not do when I am using ICT

For my safety, and the safety of others:

I will not connect my iPad or laptop to my phone (if I have one) to get around the school network or school rules.

I will not take, share, or post pictures, voice recordings or videos of my classmates or teachers without permission.

I will not use AI to change pictures of other people unless my teacher says it is okay for learning.

I will not send pictures, voice recordings, videos, or files to others unless my teacher says it is okay.

I will not open emails from people I do not know because they might be unsafe.

I will not use digital tools in class unless my teacher says I can.

Consequences for breaking the rules

If I break the rules of this Agreement my school will:

Remind me of the rules and help me to make a better choice.

Give me a fair consequence to help me learn.

Talk to my parents or carers if needed.

Stop me from using devices for a short time if I am not being safe or respectful.

These steps help keep everyone safe, respectful and responsible when using technology.

As a student at St Paul's Primary School

My school also requires me to:

- Disable smart watch (if I possess one) features while I am at school
- Not make use of my mobile phone and hand it in to my teacher at the beginning (if I possess one) of the school day
- Follow school expectations that help keep our learning environment safe and respectful

Student Agreement

I have discussed this Agreement with my parents/carers and agree to follow all these rules.

I understand that access to ICT is part of my learning. The inappropriate use of ICT goes against the Code of Conduct, which I have agreed to uphold, and consequences may apply.

Student Name: _____

Student Signature: _____

Date: _____]

Parent Agreement

- I agree that my child may use educational web tools such as Google Workspace for Education / Microsoft 365 as part of their schoolwork that uses off site servers.
- I understand that a list of additional Digital Tools used by students is available on request.
- I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I have read and discussed the Acceptable Use of ICT Agreement with my child, and we understand the consequences for breaches of usage procedures.

Parent /Carer Name: _____

Parent / Carer Signature: _____

Date: _____