FLEMINGTON PRIMARY SCHOOL  
Grade ¾ - ICT Code of Conduct

At Flemington Primary School we use Information and Communications Technology (ICT) for:
- Research: to find information
- Communication: to send and receive information and to ask questions
- Collaboration: to share ideas and present work

In order to ensure safe, purposeful teaching and learning with technology we require all students and parents to agree to and sign the following.

**Care and Use of Equipment:**
- I will care for and look after all ICT equipment.
- I will always keep food and drink away from the ICT equipment
- I will not add any software or apps without permission
- I will be responsible for all damage or loss caused by neglect or abuse
- I will not damage or interfere with another person’s iPad.

**Work Habits:**
- I will follow all teacher’s / technician’s instructions when using ICT equipment and when accessing the Internet
- I will make sure that every email I send is appropriately respectful
- I will only submit my own work
- I will not change or open other people’s work or passwords
- I will not use the school’s network to download applications, images, videos, sound files or any other files other than those used for my school work.
- I will not play games on my iPad while at school. (Students found playing games during lessons will have both the game and associated data deleted from their device).

**Personal Safety:**

I will tell a teacher immediately, if:
- I find or see anything that makes me feel bad or uncomfortable
- I receive an email that has inappropriate language or items
- I receive inappropriate messages from my peers.
- I will not give out my own or anyone else’s name, address, phone number, passwords or contact details.
- I will report any issues or instances of cyber bullying.
- I will not use my iPad on the school grounds before 9am or between 3.30 and 3.45pm.

**Student Agreement:**
I have read and discussed the “ICT Code of Conduct” with my parents and teachers and agree to follow all of the rules and guidelines in this agreement. I realize that if I do not follow these rules I will lose the privilege of using ICT equipment at Flemington Primary School.

Student’s Name:                                      Date:

Student’s Signature:                               

Parent/Guardian’s Signature:
Technology Use @ Home

The following agreement is important. It establishes boundaries around the acceptable use of iPads and other technology devices in your home (such as desktop computers, iPods etc.). Young people like to engage with and communicate through technology and while there are many benefits to this, it’s also important that such activities are not only safe, but are balanced with other non-technology pursuits (such as dinner table conversations, sports or hobbies). Our motto at school is:

“Anywhere, anytime…but not all the time”.

Feel free to tick off, delete or add to the following list and make sure that all members of the family sign it. All families are different, so this agreement needs to work for your family.

I agree that…

- I will only use and access age appropriate content and apps. These include discouraging access to e.g. Instagram 12+ and Facebook 13+.

- I will limit the amount of time I use technology to _____ minutes / hours per day on weekdays (unless I have specific school work to complete as directed by my teacher).

- I will limit the amount of time I use technology to _____ minutes / hours per day on weekends (unless I have specific school work to complete as directed by my teacher).

- I will make sure that the mobile technology devices in my home are kept in a safe place to charge overnight (away from bedrooms).

- I will use technology devices respectfully and safely.

- When using social media, I will only interact with people I know (and trust) in person and I will not provide personal information (such as my address, phone number, surname or school).

- I will not post information or images about/of other people without their knowledge and approval.

- I will limit use of the iPad before bed. (Research has shown that using an electronic device later than 2 hours before bed can affect sleep and brain development).

- I understand the consequences if I break any of the above rules.

Student’s Name:                                             Date:

Student’s Signature:                                      Parent/Guardian’s Signature: