



**INFORMATION AND COMMUNICATION TECHNOLOGY**  
**CODE OF CONDUCT**  
**ST MARY'S PRIMARY SCHOOL**

**Rationale:**

St Mary's understands the key role that technology can play in the development of learning, but is also aware of the need to provide a safe framework in which students can appropriately develop knowledge, skills, attitudes and values. We encourage considerate and appropriate behaviour, good manners, etiquette and responsible use of school resources.

*\*Note for Parents/Legal Guardians/Caregivers: The sections marked ① are designed to provide a guide to the policy and to help you discuss the rules with your child. Teachers will also outline to students their responsibilities when using the schools ICLT equipment and network.*

*\*The abbreviation 'ICLT' in this document refers to the term 'Information, Communication and Learning Technologies'.*

**STUDENT CODE OF CONDUCT - YEAR 4 TO YEAR 7**

**USE OF INFORMATION, COMMUNICATION  
AND LEARNING TECHNOLOGIES (ICLT)**

**ICLT Equipment/ Device Use**

(Equipment/ Devices can include computers, portable storage (like a USB or flash memory device), cameras, software and privately owned devices (such as iPods and mobile phones))

- 1. I will use all ICLT equipment and devices, whether they are school or personally owned, appropriately in the school environment.**  
① *(This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place, which may put the learning environment at risk.)*
  
- 2. I will not use any ICLT equipment or devices to be mean, rude, offensive, or to harass any members of the school community while at school or when involved in any school-related activity whether working onsite or remotely.**  
① *(Unfortunately, technology has also provided new ways to carry out anti-social activities such as bullying and harassment. Often children become involved in these incidents without thinking of the consequences. Cybersafety Education is a key component for students, parents and teachers when dealing with the above issues.)*
  
- 3. I will follow cybersafety rules and will not join in if others are being irresponsible. I will tell the teacher of such behaviours straight away.**  
① *(See above rule)*
  
- 4. I will not bring software or games from outside school to use on school equipment.**  
① *(Installing software from home may cause conflicts with the software installed by the school. St Mary's Primary School must also abide by any licensing requirements included within the software. This means that unless the school has purchased a copy, it will not*

usually be legally entitled to install the software as inappropriate or illegal content may be involved.)

**5. If I accidentally break school ICLT equipment or devices, damage it through mishandling, or I find it broken when I start to use it, I will tell a teacher straight away.**

① *(It is understood that if students intentionally damage, or steal any school ICLT equipment, the school will need to inform parents about what has happened. Parents may have responsibility for the cost of repairs or replacement.)*

**6. I will only log onto the school network using my user name and password. I will not share my password with any other person.**

① *(Usernames and passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school network. Secondly, they are used to track how equipment is being used. Knowing who and how the equipment is being used helps the school to maintain a cybersafe environment for all users. Usage is regularly monitored by IT Technicians employed by the school.)*

**7. I will log off or shut down the computer when I have finished using it.**

## **Internet Use**

**1. If I accidentally come across mean, rude, or dangerous material online, I will tell the teacher straight away, without showing any other students.**

① *(Anyone can publish material on the Internet, some of which contains material which is inappropriate, and in some cases illegal. The school takes a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may accidentally stumble across something inappropriate. Encouraging students to tell a teacher immediately if they find something which they suspect may be inappropriate encourages students to keep themselves and others safe.)*

**2. I will acknowledge where work has come from if I have copied it from somewhere. This includes graphics and sounds files I use in my own schoolwork.**

① *(By using the Internet, students have easy access to a large range of information and materials that can be used in school work. Most of this information is copyrighted and thus must be acknowledged if used outside the intended purpose.)*

**3. I will not give out my home address, phone number or any information about myself or my friends online.**

① *(This reduces the risk of students being contacted by someone who wishes to upset or harm them, or use their identity for purposes which might compromise the student's privacy or security online.)*

**> I must have a use agreement signed by me and by my parent or caregiver before I am allowed to use the school ICLT equipment.**

① *All students, regardless of age or ability, must have an agreement form signed by their parent. Students from Years 4-7 must sign their agreement forms along with their parents.*

**> If I break any of the above rules, the Principal may need to talk to my parents about what has happened. Disciplinary action should be expected.**

① *Depending on the seriousness of a particular breach, possible school responses could include one or more of the following: a discussion with the student, informing parents, loss of ICLT privileges, and the parents possibly having responsibility for the cost of ICLT repairs or replacement. If students are found to be participating in any form of cyber bullying or harassment that affects the emotional or mental wellbeing of staff or students, the school will follow necessary procedures and the police will be notified.*



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**ICLT CODE OF CONDUCT - YEAR 4 TO YEAR 7**  
**AGREEMENT FORM**

**Student's section**

**MY RESPONSIBILITIES INCLUDE:**

- I will read this ICLT Code of Conduct document carefully with my parent or caregiver
- I will follow the ICLT Code of Conduct rules and instructions whenever I use school ICLT.
- I will also follow the ICLT Code of Conduct rules and instructions whenever I am involved with privately-owned ICLT on the school site or at any school-related activity
- I will have no involvement in use of ICLT which could put me at risk, or other members of the school community
- I will take proper care when using computers and other school ICLT equipment/devices. If I have been involved in the damage, loss or theft of ICLT equipment/devices, my parents may have responsibility for the cost of repairs or replacement
- I will ask my teacher or my parents if I am not sure about something to do with this agreement.

**I have read and understand my responsibilities and agree to follow the St Mary's ICLT Code of Conduct. I know that if I breach this agreement, there may be serious consequences.**

Name of student: \_\_\_\_\_  
Class: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

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**Section for parent/legal guardian/caregiver**

**MY RESPONSIBILITIES INCLUDE:**

- I will read this School ICLT Code of Conduct document and discuss the rules with my child
- I will ensure this use agreement is signed by my child and by me, and returned to the school.
- I will support the school's cybersafety program by encouraging my child to follow the cybersafety rules, and to always ask the teacher if they are unsure about any use of ICLT.
- I will contact the School to discuss any aspect of this use agreement which I might want to learn more about.
- I will take every precaution to ensure that any file transferred to the school is virus free.

**I have read and understand my responsibilities as a parent and agree to assist my child in adhering to the St Mary's ICLT Code of Conduct.**

Name: \_\_\_\_\_  
Parent/Legal Guardian/Caregiver (please circle which term is applicable)

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_