

Appendix ii Acceptable Use of ICT Statement – Students

1. Overview

- 1.1. The Acceptable Use of ICT statement for parents and guardians should be signed by all parents/guardians of students under the age of 18. Students aged 18 and above can sign the form themselves.
- 1.2. In addition to this, schools may wish to have their students sign an additional Acceptable Use Statement. This ensures that students are aware of their responsibilities when using ICT resources, as well as the consequences of any breach.
- 1.3. The ACT Education Directorate caters for students aged between 3 and 19. As such, it is difficult to create a generic statement that will suit the needs and understanding of each of these students.
- 1.4. The examples on the following pages were sourced from ACT schools and may be used as the basis for developing an acceptable use statement that is relevant to the students in specific school contexts.
- 1.5. In any acceptable use statement to be used by students, it is important to include the following:
 - A summary of acceptable/non-acceptable behaviour
 - Consequences for the breach of the acceptable use conditions
 - A statement that the student agrees to when signing the form
- 1.6. When students sign an Acceptable Use of ICT Statement, they are agreeing to the conditions of this policy and agree to accept the consequences of any breach. While this policy deals specifically with the use of ICT resources, it is important to remember that school-based behaviour management policies and procedures apply to online behaviour, just as they do to physical behaviour in the school. Just as bullying, harassment or abuse would not be tolerated in the classroom or on the playground; they are similarly not tolerated within online environments. Any online breaches of the school's behaviour policies should be dealt with as they would, had they occurred in the physical environment.

Primary School Acceptable Use of ICT Code of Practice for Students 2026

When using ICT resources at (*insert school name*) Primary School (including the student network, internet, email, Digital Backpack, Chromebooks, iPads etc):

- I will use school computers only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anyone else know my passwords or usernames.
- I know that I am responsible for anything that happens when my account is used.
- I know that the school and the ACT Education Directorate receive information about anything that I send or receive.
- I will tell my teacher if I think someone has gained access to my account
- I will make sure any email I send or any work that I wish to have published is polite and carefully written and presented.
- I will respect other students' work and ensure appropriate feedback about individual responses.
- I will not read other people's emails.
- I will not tell anyone my address or telephone number or the address or telephone number of anyone else or send photographs of myself or others.
- I will use material from other websites only if I have permission to do so.
- If I use material in my work that I have found on the internet, I will say where it comes from.
- If I see or receive any information on the computer that makes me feel uncomfortable or is inappropriate, I will tell a teacher straight away or report it using the Cyber Safety Button on the Digital Backpack.
- I will not damage or disable the computers, computer systems or computer networks of the school.

I have read and understand the (*insert school name*) Primary School Acceptable Use of ICT Code of Practice for Students. I understand that disciplinary action may be taken if I do not follow this agreement, which may include loss of access to the internet or school network or the use of ICT for a period of time.

Student:

I agree to follow the Code of Practice and any other relevant rules that are set by Majura Primary School:

Student Name: _____ Class: _____

Student Signature: _____ Date: _____

Once this Acceptable Use of ICT Code of Practice form is signed by student and parent/carer, please return to the class teacher.