

**Hoon Hay Primary School  
Pupil Cybersafety Use Agreement**

**As a safe and responsible user of ICT, I will help keep myself and other people safe by following these rules:**

- I will not use any school ICT equipment until my parent(s) and I have signed and returned the permission slip below.
- I will only use ICT equipment at school if I have the permission of a teacher.
- I will only use school ICT equipment for my schoolwork.
- I will keep all my passwords safe and will not share them with anyone.
- I will only use my own passwords to access accounts.
- I will not deliberately access accounts or data that belong to other users.
- I will not at any time use any ICT programmes to make comments that will upset, offend, harass, threaten or in any way harm anyone connected to the school or the school itself, even if it is meant as a joke.
- I will not access, upload or share any inappropriate, age restricted, dangerous, objectionable or illegal material.
- If I accidentally come across any inappropriate material I will put the screen of the computer down and get a teacher straight away.
- I will respect copyrights on software that does not allow copying.
- I will treat all ICT equipment with care. This includes using two hands to carry laptops and the wrist strap for cameras, ensuring drinks or food is not near ICT equipment, that I use laptops on a stable and clean surface.
- I will not print off any information unless I have approval of a teacher.

**I understand that:**

- The only purpose for the use of ICT at school is to enhance teaching and learning.
- The school will do its best to keep me safe while using all ICT equipment and software.
- The school may check or audit any information I access or post using ICT equipment.
- The term ICT refers to any information communication devices. This includes computers (laptops), storage devices (including USB sticks), cameras (digital, video or webcams), mobile phones, gaming consoles, CD players and any other similar technologies as they come into use.
- If I break any of the above rules through careless or purposeful acts the school may inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs.

*Please detach and return this permission slip to school.*

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- We understand that by signing this agreement we have read and discussed the rules for using any information technology equipment at Hoon Hay School. We encourage you to adapt the language so that it is age appropriate for your child.
- We are aware of the importance of using ICT equipment appropriately and the consequences that may occur for breaking the rules of this agreement.

Name of Pupil: ..... Pupil's signature: .....

Name of parent/caregiver/legal guardian: .....

Parent's signature: ..... Date: .....

I give/do not give permission for my child's identified work and/or photograph to be used for school purposes at the discretion of the school teaching staff. All work will be placed on password secure class pages.

I give/do not give permission for my child's first name, work or photograph to be put on the school website or school newsletter either for promotional purposes or as recognition of their achievements. I acknowledge that the school website is accessible by the general public.

Parent's signature: ..... Date: .....