Christ Our Holy Redeemer Primary School's computer facilities are provided to allow for students and staff to access and use a variety of computer hardware (including ipads, laptops, desktops, chrome books, interactive whiteboards and cameras), software and information sources, including the internet, email, G Suite (GAFE) and social media (school app Tiqbiz and Twitter). These facilities are provided to further the Educational Goals of the school community, through access to unique resources and opportunities for collaborative work.

As the internet also gives us access to inaccurate information, unsuitable material, plagiarism and contravention of copyright, it is important to have strategies in place to deal with these. Whilst our filtering software keeps most unwanted sites from our computers, it is impossible for the school to restrict access to all controversial materials. Students will continually be educated in ways to deal with these issues and Cyber-Safety and Digital Citizenship is covered throughout the whole year by all staff. Students will continue to learn how to be responsible citizens by respecting and protecting, others and themselves and being aware of the rules around copyright and plagiarism.

At COHR, access to the internet by students will be supervised by teachers and it will be for educational purposes only. Inappropriate use of these facilities may result in suspension of access. Parents must also understand that children’s computer activities at home should always be supervised and this will support the school with encouraging cyber-safe behaviours.

The purpose of these guidelines is to ensure that students of Christ Our Holy Redeemer School who use the computers and internet do so in a safe, legal and responsible way.

**By accepting this agreement you are giving permission for your child to use online tools approved and supervised by all teachers including, but not limited to: Google Apps for Education, Blogs and Google Sites.**

**What is Google Apps for Education?**
Google Apps is a service providing several Google products under a custom domain name, in our case @cohroakeast.catholic.edu.au. Our school retains administrative powers and can monitor as well as customise which services are available to students and staff. It features several web applications with similar functionality to office suites, including Drive, Documents, Presentations, Spreadsheets, Sites and gmail. Files are stored in the ‘cloud’ and due to Google’s size, may be stored in servers outside of Australia. Christ Our Holy Redeemer retains ownership of all files/data stored in the cloud. More information can be found at: [http://www.google.com/about/datacenters/inside/locations/index.html](http://www.google.com/about/datacenters/inside/locations/index.html)

For more information on Google’s privacy policy for education please visit [www.google.com/edu/trust](http://www.google.com/edu/trust)
We use the school equipment and internet to enhance our learning.

**Respect and Protect Equipment**
I will ensure that
- I take great care with all computer equipment
- I will not alter or change the computer screen display or move programs
- I will only use the computers if a staff member is present in the room
- I will walk carefully whilst carrying mobile devices with two hands
- I will contribute to putting all devices away neatly and in their numbered trays or trolleys
- I understand that the use of electronic devices is a privilege not a right
- I understand that my inappropriate use of school equipment will result in the loss of this privilege

**Respect and Protect Others**
I will ensure that:
- I will not access, alter or delete another person’s file or online material
- All messages I send online will be polite and sensible
- I will use correct grammar and punctuation when communicating online and remember to use punctuation. I will not use text talk such as ‘thanx’ or ‘g8’
- I will not use the internet, email, gmail, GAFE comment/chat box, class blog or skype to tease or bully another person

**Respect and Protect Copyright**
I will ensure that
- I will copy the website of any text or images I use.
- I will seek permission from students and teachers involved before taking photos, recording sound or videoing them

**Respect and Protect Myself**
I will ensure that
- I will only use my own username and password, which I will not tell to any other student
- My behaviour in class when using the internet will be responsible
- I will access appropriate information which is relevant to my work. If an inappropriate site comes up I will immediately turn off the screen and tell the teacher
- I will ask permission before printing
- I will save my work in my own folder/drive or in the appropriate class folder/drive
- I will not bring any of my own devices and connect them to the school devices
- I will only email people I know, or people the school has approved for school based tasks and communication
- I will not type in any website address to access games or programs without teacher direction
- When sending email, posting a comment or submitting a blog post I will not give my email address, home address or phone number, or arrange to meet someone
- If I see anything I am unhappy with or I receive a message I do not like, I will tell a staff member immediately
- I know that the school may check my files/drive and may monitor the Internet sites I visit
- I understand that if I deliberately break these rules, I may be stopped from using the computers or internet
- I understand that I cannot download any programs or apps.
- I will not respond to any online ads or competitions
- I will only access games and activities through the class blog and apps or chome extensions

I agree to follow the above expectations and am aware that breaking them will result in loss of my privilege to use the computer facilities and the Internet

Student’s Signature: ____________________  Parent’s Signature: ____________________

Teacher’s Signature:___________________  Date: ____________