



**St Christopher's Primary School**  
**Year 3-6 Chromebook Program &**  
**Technology Acceptable Use Agreement**

Dear Year 3-6 Families,

At St. Christopher's, students are involved in a one-to-one Chromebook program to improve their learning. Digital Technologies support all learning in all areas, along with a focus on Digital Citizenship and Digital safety.

Specifically, students use DT and ICT to

- engage in online tasks that support structured, sequential and differentiated Teaching and Learning programs in English
- engage in online tasks that support a structured, sequential and differentiated Teaching and Learning program in Mathematics
- Use DT and ICT to engage and communicate with their teacher
- Empower our future leaders to lead and mentor their peers
- Broaden the learning experiences for our students to deeply engage them in real-life and meaningful design and solution-based tasks which develop their problem-solving skills and encourage their creativity
- Deepen their understanding of their rights and responsibilities as digital citizens
- Complete online curriculum assessments and gain real-time feedback about their learning.

**Families in Year 3 will:**

- be provided with a brand new Chromebook to use while at school. It will be labelled with the student's name and loaned out to the
- store, charge and use the device **at school**
- use the **same** Chromebook device for the duration of their schooling
- be taught how to use the device, how to ensure they are cyber smart and safe and how to care for their digital well-being
- attend a virtual Chromebook information evening with a parent (more information to come via email) to better understand the expectations and guidelines of the Chromebook Program
- read and sign **both** the *Technology Acceptable Use Policy (Years 3-6)* and the *Parent/Student Chromebook User Agreement*. **These agreements will be valid for the duration of the time your child is enrolled at St. Christopher's Primary School.**
- use the device at school once the policy has been read and acknowledged by families

**Families in Years 4-6 will:**

- be provided with a device, charger and case. It will be labelled and loaned out to them
- use the **same** Chromebook device for the duration of their schooling
- use the device at school **and** home for learning and when supervised by a teacher or parent/guardian
- charge the device at home every night (swap devices will not be available if a device is not charged)
- use/charge the device in a central location in the house (not a bedroom)
- read and sign **both** the *Technology Acceptable Use Policy (Years 3-6)* and the *Parent/Student Chromebook User Agreement*. **These agreements will be valid for the duration of the time your child is enrolled at St. Christopher's Primary School.**
- Receive the device, charger and bag/case at school once the policy has been read and acknowledged by families

After reading both policies, please complete the final page of this document.

It is with great excitement that we introduce these changes to our Year 3-6 Chromebook Program, and we ask for your continued support to ensure it is a success.

Warm regards,

Gavin Brennan  
School Principal

Stephanie Zammit  
ICT/Digital Technologies Leader



## St Christopher's Primary School Parent/Student Chromebook User Agreement

At St Christopher's Primary School, we believe in students requiring an adequate level of knowledge and training in the responsible and appropriate use of technology, including Chromebooks. Students have engaged in learning at school about the following:

- being cyber smart
- being a responsible digital citizen
- managing an online space such as Gmail, Google Drive or contributing to a Google Classroom
- utilising Google Apps for educational purposes
- handling and managing devices

### **Student Expectations:**

**Whilst the student is using the Chromebook, they will always:**

- be on task and only use the Chromebook for learning purposes assigned to them by the teacher
- adhere to our STC's Technology Acceptable Use Agreement (signed by both parent and student at the beginning of the school year)
- look after their Chromebook and accessories, handle them with care and store them carefully (in a central place in the house, not a bedroom)
- follow teachers' or parents' instructions when using the device
- know and use only their school login and password

**Upon the return of their signed Chromebook User Agreement form, all students will:**

- ensure the Chromebook is stored and transported safely to and from school
- ensure that no unnecessary information is placed on their Chromebook - do not download apps and check that all files and documents are related to learning
- use their Chromebook for learning
- demonstrate a consistently high level of care for their Chromebook
- Email or notify their classroom teacher of any cyber safety or technical issues
- regularly maintain their competency through ongoing learning experiences related to being a digital citizen

**Upon the return of their signed Chromebook User Agreement form, students in Years 4 to 6 will:**

- begin to take their Chromebooks home
- bring their Chromebook to school charged and ready to use each day
- complete homework on the Chromebook as necessary (Year 4-6 students)

### **Parental Expectations:**

**Whilst my child/children are using the Chromebook, we will support and ensure that:**

- my child/children adhere to the above
- the Chromebook is treated with care; no stickers are to be applied and no stickers/labels are removed, the Chromebook is never near water or food, and is away from extreme heat and sunlight
- my child/children is/are adequately supervised when working on the Chromebook, especially when online (there is no filtering of the internet unless this has been applied at home) (Year 4-6 students)
- the Chromebook is connected to a secure wireless network
- the Chromebook is used at home exclusively by the nominated student (Year 4-6 students)

### **Compliance/Loss of Device**

It is expected that our students will enter into the spirit of this agreement in line with the values of St Christopher's Primary School and the Behaviour Management Policy. It is not expected that there will be serious breaches by the students however, in the event of issues that arise, the following will be put into place:

1. Breaches of the Chromebook Student User Agreement and/or the Acceptable Use Agreement in any form may result in the Chromebook access being removed from the student

2. Parents/Guardians will promptly be informed
3. Students will need to work through a process that demonstrates they can be trusted to reuse technology appropriately

The length of time that the device will be removed will be dependent upon the severity of the individual breach. Subsequent breaches will result in device removal for extended periods. During this time, students will not be allowed to use Chromebooks at school or home.

**Further information for Parents/Guardians:**

The Chromebook is owned by the school and loaned to students and their families:

- in the case of the lost Chromebooks, the family will be liable for the full replacement cost of the device, which will be invoiced through the school (approximately **\$600** for the full device, **\$80** for chargers)
- in the case of damaged Chromebooks, an inspection will take place and at the school's discretion, the cost of repairs will be directly invoiced to you - broken screens **\$300**, broken keyboard **\$250**, broken trackpad **\$250**, you will have strictly 30 days to pay the invoice and your child will have a replacement device during this period, if payment has not been within 30 days the replacement device will be removed (***prices are subject to change without notice***)



## St Christopher's Primary School Technology Acceptable Use Agreement Years 3 - 6

Please read through the policy with your child to be sure that they understand the details and implications. This policy applies to children in Years 3 - 6.

### **Student Rules:**

***As a safe and responsible user of the school's technology, I will help keep myself and other people safe by following these rules...***

- I will:
  - use digital technologies for learning purposes as directed by my teacher.
  - treat all school equipment/devices with care.
  - report any breakages/damage to a staff member immediately.
  - only use the Internet, email or other networked technologies when a teacher gives permission and there is staff supervision
  - ask the teacher's permission before using my school email details to sign up to 3rd party applications
  - keep my password private and do not let anyone else log in with my username
  - notify my teacher if my password has been compromised
  - seek teacher permission before uploading any content to websites (e.g. Google Sites, blogs)
  - seek permission from individuals before taking photos, recording sound or video recording them (including teachers)
  
- I will not:
  - use any form of technologies (including AI tools) to find, create or send material and activities that might upset, offend, harass or humiliate me or anyone else (repeated incidence of such behaviours is considered bullying)
  - intentionally click on online advertising or pop-ups
  - use search engines to look for things that are not acceptable or inappropriate. This includes anything rude, or violent or use unacceptable language
  - use technology to share anyone's details or images (including my own). This includes addresses, telephone numbers, full names and images
  - connect any personal devices (such as a phone) to school devices or download and run any programs or software that are NOT for learning purposes (this includes games)

If I find anything that is rude, violent or in some other way unacceptable while using any form of technology I will follow class guidelines and:

**STOP** what I am doing

**BLOCK** it by minimising or closing my screen so that others can not see it

**TELL** a teacher straight away

I will also follow the Stop, Block and Tell rules:

- if I accidentally access someone else's private information
- if someone does something using technology that makes me feel upset or uncomfortable
- if I feel that the safety of other students at the school is being threatened

This Acceptable Use Policy for recording Devices also applies to students during school excursions, camps and extracurricular activities.

I acknowledge and agree to follow these rules. I understand that my access to technology at school will be removed if I do not act responsibly.

I understand that the school rules apply to any technology such as Chromebooks or iPads.

**Parent/Guardian Information:**

I understand the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I agree to allow my child to use the internet at school for educational purposes by the Student Agreement attached. I have discussed the scenarios, potential problems and responsible use of the internet with him/her.

I agree to allow my child to correspond with others using the email account provided by the school.

I will ensure my child is adequately supervised when working online at home (there is no filtering of the internet unless this has been applied at home)

I have also discussed the legalities of social networking sites with my child eg: Instagram, Snapchat, Facebook, and Twitter (13 years and above is the legal age for these sites).

I will contact the school if there is anything here that I need help understanding. If there is a situation that concerns me, I will contact either the school or The Office of the eSafety Commissioner at 1800 880 176.

If you have any questions or concerns please contact:

Stephanie Zammit [szammit@stcapw.catholic.edu.au](mailto:szammit@stcapw.catholic.edu.au) or Adrian Glasby [principal@stcapw.catholic.edu.au](mailto:principal@stcapw.catholic.edu.au)



**St Christopher's Primary School  
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Technology Acceptable Use Agreement**

**Before signing, please read the emailed *Technology Acceptable Use Policy (Years 3-6)* and the *Parent/Student Chromebook User Agreement.***

**FOR NEW FAMILIES IN YEAR 3-6 ONLY**

**Acceptance:**

- I/we acknowledge and agree to follow the rules and guidelines outlined in the STC Technology Acceptable Use Policy for the Year 3 - 6 students.
- I/we understand that this policy is effective for the remainder of the time that my child is enrolled at St. Christopher's Primary School.

Years 3-6 Technology Acceptable Use Agreement				
<b>Student Name:</b>				
<b>Student Year level: (Circle one)</b>	Year 3	Year 4	Year 5	Year 6
<b>Student Signature:</b>				
<hr/>				
<b>Parent Name(s):</b>				
<b>Parent/Guardian Signature(s):</b>				
<b>Date:</b>				

**I hereby acknowledge and accept all the terms outlined in *STC Chromebook Student User Agreement*, including the following key points:**

- I/we understand that this policy is effective for the remainder of the time that my child is enrolled at St. Christopher's Primary School.
- I understand that I will be liable for any replacement/repair costs as a result of damage or loss to the Chromebook
- I have allocated an area at home for charging the Chromebook that is clearly visible and not my child's bedroom (when my/our child/children is/are in Year 4-6)

Years 3-6 STC Chromebook Student User Agreement				
<b>Student Name:</b>				
<b>Student Year level: (Circle one)</b>	Year 3	Year 4	Year 5	Year 6
<b>Student Signature:</b>				
<hr/>				
<b>Parent Name(s):</b>				
<b>Parent/Guardian Signature(s):</b>				
<b>Date:</b>				

**Retain the agreement details for your own records and future reference.**