

How Can I Use Technology Responsibly? 3-5 ICT Code of Conduct 2021

What are the expectations for the use of ICT in 3-5?

- Screen must be able to be seen on request by learning coaches at all times
- Log out and shut down device when finished at the end of the day
- Carry device with the lid closed with two hands or within a carry bag to work space before opening and turning on
- Ask a learning coach before downloading anything
- Talk to a learning coach if you receive something from someone you don't know
- Put devices away in the designated spot in your home learning group trolley when finished
- Use technology for its intended purpose
- **Access and view G and PG (with family's consent) rated audio and visual materials only**
- Use technology in a respectful manner that does not put the device(s) or others at risk of harm, damage or injury
- Make sure we have finished eating and drinking and our hands are clean before using technology
- Collaborate positively, respectfully and appropriately in online environments and report any inappropriate behaviour or language to a learning coach
- Keep our hands to our own devices (unless someone has asked for help), e.g. not logging people out or pressing the power button on others' devices
- Search appropriate sites that support our learning
- Access educational sites and learning games approved by learning coaches

What are the consequences for not using technology appropriately?

* Families will be notified of any improper use or broken/damaged devices

Improper Use of Technology

- Friendly Reminder (1 Warning)
- 2nd Time - children will work where a learning coach can see their screen at all times
- 3rd Time - device will need to be put away for the remainder of the session
- Serious or repeated offence - network access turned off and student conference with learning coach and/or member of school leadership team

Broken or Damaged Devices

- Networks access turned off for 1 week (or otherwise negotiated based on learning needs)
- 4 hours of community service to the school (broken into short daily time slots of 15 minutes)

What are the Safety and Security Commitments?

- Keep your login and password secret from others
- Keep other people's information safe, e.g. email address'
- Communicate online only with people that you know
- Inform a learning coach if contact has been made from a stranger
- Food and Drink should never be consumed around technology
- Ask for help if something appears on your screen that you are not sure about
- Do not create an account or log in to any app or site until written permission has been given to the school. Notes will be sent home from the school should the need for an account arise)

Learner: _____ Parent/Carer: _____ Learning Coach : _____

Signature: _____ Signature: _____ Signature: _____

Date: / / 2021 Date: / / 2021 Date: / / 2021