



COROMANDEL VALLEY PRIMARY SCHOOL

339 Main Road, Coromandel Valley, 5051

Tel: (08) 8278 3693

eMail: info@coromandps.sa.edu.au

Fax: (08) 8370 2436

URL: www.coromandps.sa.edu.au



ICT User Agreement 2025

Dear Parent/Caregiver,

This document refers to the use of school equipment only. To assist us to enhance learning through the safe use of information and communication technologies (ICTs), please read this document and discuss with your child/ren. Rigorous cyber safety practices are in place, which this user agreement supports.

The computer network, Internet access facilities, computers mobile devices and other ICT equipment bring great benefits to the teaching and learning programs at CVPS, and to the effective operation of the school. The ICT equipment is for educational purposes appropriate to this environment, whether it is owned or leased either partially or wholly by the school, or used on or off the site.

The overall goal of Coromandel Valley Primary School is to create and maintain a safe digital environment that is in keeping with our values and with legislative and professional obligations. The user agreement includes information about user responsibilities, and the nature of possible consequences associated with breaches that undermine the safety of the school environment.

All students are required to accept the terms of the user agreement each time they use a computer or device. Material sent and received using the network may be monitored and filtering and/or monitoring software may be used to restrict access to certain sites and data, including e-mail. Where a student is suspected of an electronic crime, this will be reported to the South Australia Police.

While every reasonable effort is made by the school through various strategies including an internet filtering system, to prevent children's exposure to inappropriate content when using the department's online services, it is not possible to completely eliminate the risk of such exposure. In particular, DfE cannot filter Internet content accessed by your child from home or other locations away from school.

Social Media

Child protection education, such as the Keeping Safe Child Protection Curriculum, includes information about remaining safe when using new technologies and is provided to all learners.

Social media refers to a range of online services and tools used for publishing, sharing and promoting interaction and dialogues. It is the school's aim to maintain a safe learning environment. Students, therefore, may not use any school or BYOD electronic equipment to subscribe to or access any social media site within school hours and while on the school site, unless it is a part of the school's learning program and prior permission has been given by the teacher. For example, Seesaw has interactive capabilities through blogs. These can be locked down from public access with password protection and managed as age appropriate. If any other social media is used, you will be directly informed by the teacher involved.

Please contact the principal, if you have any concerns about your child's safety in using the Internet and ICT equipment/device.





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User Responsibilities

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. We invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

As a student at Coromandel Valley Primary, I will:

1. use the computers and other ICT equipment only for my learning and only with teacher permission.
2. go online or only use the Internet at school when a staff member gives permission, and an adult is present.
3. ask the teacher first if unsure whether I am allowed to do something involving ICT.
4. have my own username (except for Reception students) and only log on with that username. **I will not allow anyone else to use my name.**
5. keep my passwords private, shared only with trusted adults.
6. use the Internet, e-mail, or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
7. if I find anything that upsets me, is mean or rude, or I know is not acceptable at our school, I will:
 - not show others
 - turn off the screen
 - get a teacher straight away.
8. connect any ICT device to school ICT or run any software (eg: a USB/portable drive, etc) only with permission from the teacher This includes all wireless/Bluetooth technologies.
9. ask my teacher's permission before I put any personal information online. Personal identifying information includes any of the following:
 - my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me
 - photos of people close to me.
 - my age
10. respect all school ICTs and will treat all ICT equipment/devices with care. This includes:
 - not intentionally disrupting the smooth running of any school ICT systems
 - not being silly and or playing around with it
 - reporting any breakages/damage to a staff member.

As well as (aimed at Year 3-6 but not excluding all students) this, I will:

- I. only attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as private body parts.
- II. report any attempt to get around, or bypass, security, monitoring and filtering that is in place at school.
- III. to ensure my compliance with copyright laws, download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.

If I do not follow this agreement the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against students. Families may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police. Such actions may occur even if the incident occurs off-site and/or out of school hours.





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Please read this page carefully to check that you understand your responsibilities under this agreement. Return the signed user agreement to the school.

I understand that Coromandel Valley Primary School will...

- do its best to enhance the learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/ devices at school, or at school related activities.
- work with students and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support this user agreement initiative.
- respond to any breaches in an appropriate manner.
- welcome any enquiries at any time from families or students about ICT or cyber-safety issues.

For the student – my responsibilities include...

- understanding and agreeing to this user agreement
- asking a teacher if I am not sure about anything to do with this agreement

For the parent/ carer / legal guardian – my responsibilities include...

- discussing the information within this agreement with my child and discussing why it is important
- contacting the principal to discuss any questions I may have about cyber-safety and/or this user agreement.

PLEASE RETURN THE SECTION BELOW TO THE SCHOOL

Coromandel Valley Primary School ICT User Agreement 2025

My child and I have read, discussed and understood this user agreement and are aware of the school's initiatives to maintain a safe digital environment.

Name of student: _____ Class: _____

Signature of student: (R-2 optional): _____ Date: _____

Name of parent/caregiver/legal guardian: _____

Signature of parent/caregiver/legal guardian: _____ Date: _____

Please note – This agreement must be redistributed and signed each year that your child is enrolled at Coromandel Valley Primary School.

