

Dear Parents

### **OSHC TECHNOLOGY ACCEPTABLE USE POLICY**

Mercedes College OSHC has decided to adapt the Mercedes College Student ICT Acceptable Use Agreement to ensure the safety and privacy of each child attending our service.

Furthermore, students will not be permitted to bring any hand held gaming consoles to the service; this includes all iPods and mobile phones. Should these items find their way to OSHC, they will be stored safely until the end of the day. If you need to contact your child, you can phone the service on - 83723248 or on our mobile - 0427796425.

Children will have ample opportunity to access the College computers and play on the Wii under the supervision of carers during their time with us, however, they will need to follow agreed practices as set out below.

#### **STUDENT AGREEMENT**

I will be using information and Communication Technologies as part of my learning and leisure time at Mercedes College OSHC. I understand that I have conditions to follow, which are for the safety and privacy of myself and others.

##### **I will:**

- Treat the College's ICT equipment with care and will use the computers and internet responsibly according to the way my carers have asked me to.
- Respect the privacy of all computer users in OSHC by correctly using passwords and opening only my own emails. I must use language that I know is appropriate for use in the OSHC service.
- Turn off the monitor if I find something that is not appropriate for primary school children and immediately tell an adult.
- Pack away equipment and tidy the area I was using.

##### **I will not:**

- Give out my personal information, such as my name, address, phone number or photo of myself, my parents or any other person while using the internet.
- Write or send messages that would make another person feel uncomfortable.
- Pass on information about inappropriate material to other students or playing inappropriate games or encouraging others to do so.
- Waste materials through excessive printing or downloading.

##### **If a student breaks the Student Agreement, a number of steps may be taken:**

- Withdrawal of individual rights to ICT including access to games or the internet for a period deemed appropriate.
- Parents notified.
- Guidance from ICT Coordinator or Director of OSHC as to how to avoid future problems.

**I have read the Student Acceptable Use Agreement and I agree to follow these practices.**

Student Name: \_\_\_\_\_ Signed: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

