Information and Communication Technologies Code of Conduct
Fadden 2023

Expectations for the use of the ICT in Fadden:

- Walk when carrying technology, ensuring the lid is closed and the device is carried by its handle or flat in our hands
- Put devices away in the correct spot when we are finished, making sure we have logged out, turned off and plugged them in to charge
- Put devices away in the correct spot when we see they have been left out
- Use technology for its intended purpose and avoid distractions such as games, non-education apps and sites, and You tube
- Access and view G and PG 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 educators in our school can see our screens at all times
- Make sure we finish eating and drinking and wash our hands before using technology
- Collaborate positively, respectfully and appropriately in online environments, including the G Suite apps and report any inappropriate behaviour to an educator
- Do not create an account or log in to any app or site until written parental permission has been given to the school. (notes will be sent home from the school should the need for an account arise)
- Keeping our hands to our own devices e.g. not logging people out or pressing the power button on others' devices

Consequences for not using technology appropriately:

Improper Use of Technology
- Friendly reminder (1 warning)
- 2nd time – device will need to be put away. No use of technology for the remainder of the day
- Serious or repeated offences – network access turned off and student referred to executive teacher for review.

Broken or Damaged Devices
- Loss of playtime (negotiated with executive teacher)
- Network 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 of 15 minutes)

Safety and Security Commitments:

- Keep your passcode secret from others (easy enough for you to remember)
- Keep other people's information safe e.g. email address
- Communicate only with people that you know
- Inform a parent/adult that you trust if contact has been made from a stranger
- Food and drink should not 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 parental permission has been given to the school (notes will be sent home from the school should the need for an account arise)

Student: _____   Parent: _____   Teacher: _____

Date: _____   Date: _____   Date: _____