



O'Loughlin Catholic College ICT Usage Agreement 2025

Digital devices and online services are important educational tools that must be used responsibly. This agreement outlines how students should use the school's technology safely and respectfully. We ask that both parents and students carefully review this document to understand the expectations for responsible technology use.

Why This Agreement

We use technology to learn, create, and communicate. This agreement is here to:

- Keep students safe online
- Protect school devices and networks
- Encourage responsible technology use

What Technology Is Included?

This agreement applies to all school-provided or school-connected technology:

- Laptops, tablets, and mobile devices
- Internet access and Wi-Fi
- School email and online tools
- Shared drives and cloud storage

What Students MUST Do

- ✓ Use technology only for school-related activities
- ✓ Listen to and follow teacher and staff instructions
- ✓ Keep passwords private and secure
- ✓ Be respectful and kind when using devices and online platforms
- ✓ Act with honesty, integrity, and compassion, reflecting our Catholic values
- ✓ Use technology in a way that respects the dignity of others and promotes positive relationships
- ✓ Tell a teacher or IT staff right away if something seems unsafe or wrong
- ✓ Turn off the screen and report it if you see anything inappropriate
- ✓ Inform a teacher or IT staff immediately if you receive an inappropriate or upsetting message

What Students MUST NOT Do

- ✗ Do not share passwords with anyone
- ✗ Do not use VPNs or try to get around school filters
- ✗ Do not go to inappropriate or blocked websites
- ✗ Do not install apps or programs without permission
- ✗ Do not play games or use social media unless a teacher says it's okay

- ✗ Do not damage or change school devices or settings
- ✗ Do not post or share anything offensive, mean, or unsafe
- ✗ Do not pretend to be someone else when communicating on the internet
- ✗ Do not break copyright law by sharing or using copyrighted material without permission
- ✗ Do not write or send messages that would make another person feel uncomfortable
- ✗ Do not pass on information about inappropriate material to other students
- ✗ Do not upload any images of staff or students without their permission, including any images of yourself or others in school uniform or identifying the school, unless authorized by the Principal

Privacy and Device Use

- Keep your personal and others' information private.
- School staff can check how devices and accounts are being used.
- Everything saved or done on school systems belongs to the school.

Using Email and the Internet

- Use your school email for learning and school communication only.
- Always be polite and respectful when sending messages.
- Do not use personal accounts or emails during school without permission.

What Happens if Rules Are Broken

Breaking these rules may lead to:

- Temporary or permanent loss of ICT access
- School disciplinary actions
- Parents or guardians being notified