

## ICT Code of Practice: What You're Agreeing To:

By signing this agreement, you agree to use school technology responsibly and follow these rules:

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### ✔ What You Can Do on your School Device

- Use school devices and internet **only for schoolwork**.
- Complete class tasks set by teachers.
- Research for school activities.
- Communicate and collaborate with teachers and classmates about schoolwork using approved platforms (e.g. Microsoft Teams, Google Classroom, email).
- Use digital tools **respectfully and responsibly**.

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### ✗ What You Must NOT Do on Your School Device

- Use non-school platforms to chat with other students or post content (e.g. Facebook, Instagram, Reddit etc).
- Share or access **inappropriate content** (illegal, offensive, bullying, violent, adult, drug-related, hate speech, gambling, etc.).
- Plagiarise or break copyright laws.
- Download or install unauthorised apps.
- Spread viruses or hack systems.
- Use VPNs or mobile hotspots to bypass school controls.

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## Using AI Tools

- You must only use approved AI tools on your school device.
- Unless otherwise specified, the CEDR approved AI tools are: **cechat**, Microsoft co-pilot, Google Gemini and Canva for Education).
- Using unapproved AI tools on a school device may result in a breach of the ICT Code of Conduct and/or the device agreement.
- Follow school and CEDR guidelines when using AI.

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## Privacy and Online Safety

- Be careful in digital spaces: anything posted online can be public and permanent.
- Do **not** share personal details (address, phone number, images) publicly.

- Never meet people you only know online.
  - Anything you do on a school device may be visible: the school monitors internet, email, messaging, and AI use for safety.
  - Just because an app or website is accessible on a school device doesn't mean it's safe or appropriate. It is your responsibility to avoid inappropriate content on your school device.
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### **Cyberbullying and Respect**

- Do **not** post or send rude, offensive, or threatening messages.
  - Treat other students, teachers and school staff respectfully in digital spaces.
  - Report disrespectful, threatening or cyberbullying behaviour in digital spaces to a teacher or parent.
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### **Security**

- Look after your device, always keep it in a case or bag when not in use.
  - If you damage your device, or any accessories for your device (e.g. charger) you and your parents will incur a replacement or repair fee.
  - Keep your device updated and restart when needed.
  - Use strong passwords and keep them private.
  - Lock your device when unattended.
  - Report any security issues (like viruses or shared passwords) to your teacher or parent.
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### **Copyright**

- Do **not** copy or share music, videos, images, or other media without permission.
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### **Consequences**

- Breaking these rules can lead to disciplinary action from your school.
- You and your parents may have to pay for damage to a school device (including accessories).
- Serious breaches may be reported to police and could lead to legal action.