



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

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

✓ 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**.

✗ 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.

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.

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.

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.

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.

Copyright

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

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.