Wattle Park Primary School

ACCEPTABLE USE POLICY and Guidelines for Access to the use of Information and Communication Technologies (ICTs).

PURPOSE:
- Wattle Park Primary School provides access to the Internet, Ultranet and email as part of the integration of ICTs into the learning environment. We recognise that this access raises issues concerning supervision and the types of images and personal information that can be accessed. The following policy has been developed to address these issues and provides clear and concise guidelines for their use at Wattle Park Primary School.

IMPLEMENTATION GUIDELINES

Accessing and Publishing Material:
- Access to the Internet entails responsibility.
- This agreement will aim to ensure that parents and students are aware of their responsibilities with regard to the appropriate use of ICTs.
- Use of ICTs by students at Wattle Park Primary School will be for educational purposes only. Access to the Internet will be used for research, project and learning activities directly related to the curriculum.
- Student access to the Internet will be in an area supervised by a teacher to ensure that the ICTs are used appropriately.
- A sensor management mechanism is in place to ensure that where possible, student access is limited to relevant materials.
- Students are only to download files under the supervision of teaching staff. All downloaded files must be virus checked prior to being opened.
- Inappropriate use of the Internet will result in the student’s access being denied for a period of time determined by the teacher/Principal/Assistant Principal.
- Blocked website are not to be accessed through alternate ways.
- The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and downloaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement.

Confidentiality:
- Privacy of students, parents and staff must be recognised and respected at all times. Student’s work should only be identified by the individual’s initials eg. K.B.
- Every student has the right to feel safe from bullying at school. All forms of bullying, whether it be physical, verbal or cyber are not tolerated at any level.

Email Access:
- Students email access will be through a password protected system. Personal identification such as students’ full names, home addresses will not be distributed.
- All data, programs and files which are downloaded electronically or attached to messages should be scanned by an antivirus program before being launched, opened or accessed.
- The use of electronic communications for sending ‘junk mail’, for profit messages, or chain letters is strictly prohibited.

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ICT Access
Student Code of Conduct
Level 1 and 2

**Definition:** Information and communications technologies – ICTs is an umbrella term that includes any communication device or application, including: radio, television, mobile phones, computer and network hardware and software, satellite systems and so on, as well as the various services and applications associated with them, such as videoconferencing and distance learning.

- I agree to allow my child to access ICTs within areas specified that have been previously viewed by a teacher or are available through sources approved by the Department of Education and Early Childhood Development.

- I understand that a teacher will oversee email correspondence.

- I understand that my child will always be in an area which is supervised by a teacher when my child is using the Internet.

- I have explained to my child that they should click on the ‘Home’ button and inform the teacher if they encounter any material on the web that makes them feel uncomfortable.

- My child is not allowed to bring USB, CDs or hard drives from home to be used in school computers.

- My child is aware that they should never give out personal information, including their phone number, last name or home address when using the Internet.

I give permission for my child ____________________ to use ICTs at Wattle Park Primary School.

**Parent /Guardian’s Signature:** ______________________________________________________________

**Date:** ________________________________________________________________