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.

WRITTEN: - 10 April, 2006
REVIEWED: - 5 August, 2010
RATIFIED BY SCHOOL COUNCIL: - 18 August, 2010
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 use ICTs at Wattle Park Primary School in a responsible manner.
- I will only use the technology as part of my education and I will only access information that is useful to me in my studies.
- If I find myself in unsuitable web pages or sites that make me feel uncomfortable I will immediately click on the ‘home’ or ‘back’ button and tell my teacher.
- I will always check with my teacher before publishing any work on the Internet/Ultranet/Class Blog, sending an email or downloading files.
- I will not publish material from other people’s web sites unless I have permission from the author of the material.
- I will not bring USB, CDs or hard drives from home to be used in school computers.
- My password is my private information. I won’t share my password with my friends.
- I understand that not following the rules will mean that I will lose ICT access rights for a period of time determined by my teacher, the Principal/Assistant Principal.

**Student’s Name:** ____________________________________________________

**Student’s Signature:** __________________________________________________

**Date:** ________________________________________________________________

**Parent /Guardian Agreement**

I agree to allow my child ______________________ to use ICTs at Wattle Park Primary School for educational purposes in accordance with the Student Code of Conduct as listed above. I have read and discussed the above with my child.

**Parent /Guardian Signature:** __________________________________________

**Date:** ___________________________________________________________________