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 ICT devices that can access the Internet as part of the integration of ICT 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 ICT.
- Use of ICT 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 ICTs are used appropriately.
- An internet filter 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. Parents will be notified.
- Blocked websites 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:
- 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.
- Privacy of students, parents and staff must be recognised and respected at all times.
- Student emails are able to be accessed by the school ICT administrator.

Email Access:
- Student email access will be restricted through a password protected system (currently Netspace). Other email types (Gmail, Hotmail etc) are not to be accessed at school (and are blocked by the school internet filter).
- Personal identification such as students' full names, home addresses will not be distributed.
- The use of electronic communications for sending 'junk mail', for profit messages, or chain letters is strictly prohibited.

WRITTEN: 10 April, 2006
REVIEWED: 2010, 2013
RATFIED BY SCHOOL COUNCIL: 27th August, 2013

Wattle Park Primary School

ICT Student Code of Conduct

<u>Definition</u>: *Information and communications technologies – ICT is an umbrella term that includes any communication device or application, including: radio, television, cameras, mobile phones, computer and network hardware and software and so on, as well as the various services and applications associated with them, such as videoconferencing, online gaming and social networking sites.*

Students access ICT both at home and at school and we therefore acknowledge the importance of a partnership between parents and the school in encouraging appropriate use of ICT.

- I agree to treat people with respect both online and in person.

- I will not use ICT to bully, harass or harm others.

- I will not be a bystander to cyberbullying – if I know something, I will tell a teacher or a trusted adult.

- I agree to use ICT equipment 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 on unsuitable webpages or receive information, messages or images that make me feel uncomfortable I will immediately tell my teacher or a trusted adult.

- I will always check with my teacher before publishing any work on the Internet, 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 ICT devices or storage devices (USB's, CD's etc.) from home, unless approved by the school. 3G enabled devices are not to be brought to school.

- My password is my private information. I won't share my password with my friends or access accounts or files that are not my own.

- 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. My parents will be notified.

Student's Name: _____

Student's Signature: _____

Date: _____

Parent /Guardian Agreement

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

Parent /Guardian Signature: _____

Date:_____