



ACCEPTABLE USE OF ICT POLICY

1. RATIONALE

The purpose for using Information and Communication Technology at Abbotsford Primary School is to:

- Enhance student learning opportunities
- Promote student achievement
- Support students in developing digital literacy skills
- Provide opportunities for engaged learning in a 21st century environment

The use of these ICTs within the school should be responsible, legal, appropriate and for educational purposes.

2. DEFINITIONS

Information and Communications Technologies are any electronic device, software or applications which allow users to record, send, access or retrieve information, in textual, audio, image or video form. These may include but are not restricted to:

- Computer systems and related applications such as the internet and other installed programs and apps
- Email and instant messaging systems
- Discussion forums, chat rooms and social networking sites
- Blogs and wikis (e.g. Wikipedia)
- Video or still cameras
- Video and photo sharing websites (e.g. Youtube, Picasa)
- Audio recording devices
- Tablets and smartphones
- Any other device that can be connected to the internet.

3. GUIDELINES

- The Acceptable Use of ICT Student Contract applies when a student uses any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities. Students can only use school digital technology equipment when the contract has been signed by parents/guardians and the student and returned to school
- Students must comply with the terms and expected behaviours set out in the Acceptable Use of ICT Student Contract
- The policy is to be retained by parents/guardians. The student contract is to be completed and returned to Abbotsford Primary School at the commencement of each year where it will be filed.

4. ACCEPTABLE USE

The following behaviours and responsibilities are expected from responsible users of digital technology. These areas will be covered developmentally from Foundation to Year 6 as appropriate.

Netiquette and respect to others

You should:

- Respect the rights, beliefs and privacy of other users
- Behave online as you are expected to behave in everyday life
- Use appropriate language when writing emails and online messages and make sure that they are written carefully and politely
- Be careful about making jokes online. These can be misunderstood and hurt people's feelings
- Adhere at all times to the terms and conditions of social media.

You should not:

- Send or post hurtful, inappropriate or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Re-post a private message without the permission of the person who sent you the message
- Take or send photos, sound or video recordings of people without their permission
- Harass another person. You must stop sending messages if someone asks you to stop.

Computer use

You should:

- Use ICT equipment and resources for educational purposes under teacher supervision

- Follow teacher directions for accessing files, programs, apps, email and internet resources
- Treat equipment carefully and inform a teacher if a device is damaged or requires attention
- Only log on to computers and iPads with the appropriate username and password.

You should not:

- Bring or download unauthorised programs, including games, to the school or run them on school computers
- Relocate or remove software or apps
- Download or share files without teacher permission
- Attempt to access or change settings on devices without teacher permission
- Attempt to fix equipment without teacher permission
- Connect any device (such as a USB drive, camera, phone, CD/DVD, tablet or music device) to school ICT without a teacher's permission.

Respect the work of others

You should:

- Remember that all music, information, images and games on the internet are owned by someone. Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from digital resources.

You should not:

- Use the ideas or writing of others and present them as your own
- Alter or delete anyone else's work.

Keep yourself safe online

You should:

- Keep personal work secure and saved
- Use the internet only under teacher supervision
- Make 'hard to guess' usernames and passwords, and keep them a secret
- Tell a teacher if you come across something that upsets you, makes you feel uncomfortable or that you think you should not be seeing when using ICT.

You should not:

- Share usernames or passwords with others
- Use another person's username or password
- Send photos or post detailed information about yourself or other people. Personal information includes your surname, home address, telephone or mobile number, school address, email address, photograph, etc
- Attempt to search for or access rude or offensive websites.

5. NOTIFICATION

- Tell your teacher immediately about any messages you receive that are rude, upset or worry you
- Press the Home or Back buttons, shut the netbook screen or close the iPad cover, and tell a teacher immediately if you accidentally access something that is inappropriate
- Tell a teacher if someone else is doing something which offends you or is not permitted.

6. CONSEQUENCES OF IMPROPER USE

Consequences for any student breaking these rules may include:

- Informing parents/guardians
- Loss of access privileges to iPads, netbooks and ICT equipment for a period of time
- Removal of network access privileges
- Removal of internet access privileges
- Paying to replace damaged equipment
- Legal action.



ABBOTSFORD PRIMARY SCHOOL

GRADE 3-6 ACCEPTABLE USE STUDENT CONTRACT

I agree to use the Internet, email and digital equipment at our school in a responsible manner as directed by my teacher.

I will follow instructions and ONLY work on tasks assigned by my teacher.

I will remember our school values of Respect, Success, High Expectations and Inclusiveness.

If I find myself, or see somebody else, in unsuitable cyber locations I will immediately click on the home or back button, shut the netbook screen or close the iPad cover, and tell a teacher immediately

Computer Use

I will show respect for the digital technologies provided by the school. This means I will:

- take care when using all ICT resources including computers, Netbooks, iPads, cameras, printers or headphones
- not alter any settings on the computer without permission from my teacher
- not bypass the proxy settings to access sites blocked by the school
- ask permission from my teacher before downloading from the Internet
- not eat food or consume drinks while using the computers.

Internet Access and Publishing

When using the Internet to research information I will:

- only access the Internet for purposes specified by my teacher
- include the website addresses used for research in my work
- follow the school's guidelines and procedures when preparing materials for publication on the web.

Respect to Others and Online Behaviour

When I use digital technologies I will communicate respectfully by thinking and checking what I write or post is polite and respectful. This means I will:

- use acceptable and appropriate language when communicating online
- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- use spaces or sites that are right for my age
- not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages.

Protecting Personal Information

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I will:

- protect my password and not share it with others
- ask permission or guidance from my parents or teacher before joining online spaces or communicating online

- never send my photograph to anyone without the permission of my teacher and parents
- never answer questions online that ask for personal information
- keep the personal information of my friends private because it is their personal information.

I understand that breaches of the rules will see me lose computer and/or Internet access rights for a period of time determined by the school after my parents have been contacted and the matter thoroughly discussed with them.

Student's Name:

Signature:

Date:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the conditions set out above with my child and support this Acceptable Use Student Contract.

Parent's Name:

Signature:

Date:



ABBOTSFORD PRIMARY SCHOOL GRADE F-2 ACCEPTABLE USE STUDENT CONTRACT

Computers are lots of fun to use. When I use the computers at school I will remember our school values of Respect, Success, High Expectations and Inclusiveness

Computer Use

When using the computers and iPads at school I will:

- only use the programs or apps that the teacher tells me to use
- take care and be gentle with the computers and iPads
- not eat or drink near the computers or iPads.

Internet Access and Online Behaviour

When using the Internet I will:

- only go on websites my teacher tells me to
- shut the cover or click on the back or home button if I see something that makes me feel sad or upset and tell my teacher straight away
- be polite and not use the computer to say mean things to others
- only use my first name on websites and keep my personal information private
- not send my photo to anyone without parent or teacher permission.

If I don't follow the computer rules I will not be allowed to use the computers or iPads. My teacher will call my parents.

Student's Name:

Signature:

Date:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the conditions set out above with my child and support this Acceptable Use Student Contract.

Parent's Name:

Signature:

Date:
