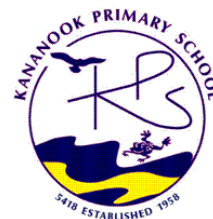


DIGITAL TECHNOLOGIES

ACCEPTABLE USE GUIDELINES AND AGREEMENT



Rationale

Kananook Primary School uses the Internet as a teaching and learning tool. Whilst the Internet is a valuable resource, it must be used responsibly. Kananook Primary School also recognises that electronic information research skills are required as essential knowledge for members of our society and as future employees. With this in mind, Kananook Primary School actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. However, access is a privilege and not a right. Access entails responsibility.

The Role of Students

- Students are responsible for good behaviour on school computer networks as detailed in Kananook Primary School's Student Computer Use Code of Conduct Years 2 to 6 relating to computer usage.
- Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communications will apply.
- Individual users of the school computer network are responsible for their behaviour and communications over the network.
- It is an expectation that users will comply with school standards and will honour the agreements they have signed.
- Students who fail to honour their Code of Conduct may incur the withdrawal of their access to the Internet and school network and/ or disciplinary action.

The Role of Parents

- Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources.
- At home we recommend that parents make some time to sit with their child to find out how they are using the Internet and who else is involved in any online activities.
- It is also recommended a computer with Internet access is in a shared place in the house – not a child's bedroom.

The Role of Staff

- Kananook Primary School expects that staff will incorporate appropriate use of such information throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

The Role of the School

- Kananook Primary School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school's curriculum.

- In addition, Kananook Primary School will actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and its curriculum.
- Kananook Primary School undertakes to ensure that information published on the Internet by students or the School under Kananook Primary School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

Student Access

- Kananook Primary School's network is provided for all students for tasks such as conducting research and communicating with others.
- Independent access to the Kananook network is available to students who agree to act in a considerate and responsible manner.
- Although Kananook Primary School has in place steps to reduce risks, students may encounter electronic information resources which have not been screened by educators for use by students. Therefore, prior parental or guardian permission is required for students to be able to access the Internet.
- The Code of Conduct signed by students clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

Student Digital Technologies Acceptable Use Agreement

- At the beginning of each year all students in Years P to 6 are expected to sign and have signed by a parent/ guardian, an Acceptable Use Agreement for access to Kananook Primary School's computers and the Internet.

DIGITAL TECHNOLOGIES ACCEPTABLE USE AGREEMENT

Care and Usage of the Equipment:

- I will care for and look after the computers/lpads and all their parts.
- I will not eat or drink near the computers/lpads.
- I will only use the computer/lpad if I have permission from a teacher.
- I will not copy, download or put my own software on the school computers/lpads or download software from the internet as this may cause a virus.

Work Habits:

- I agree to follow all teacher instructions when using the computers/lpads.
- When using the World Wide Web, I will only search for information about my work.
- I will not download pictures, music or games without my teacher's permission.
- I will not print anything from the colour printer unless I have permission from my teacher.
- I will only read my own email.
- I will make sure that the email I send out shows politeness and respect as a representative of Kananook Primary School.
- I will only play "games" on the school computer/lpad that are educational and have my teacher's approval.
- I will not submit other people's work as my own.
- I will not access any files except my own.

Personal Safety:

- I will use only my first name when communicating with other people.
- I will not give out mine or anyone else's password, full name, address or phone number.
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable.
- Breaking any of the rules listed above will cause me to not use the computers/lpads for a negotiated period of time.
- My parents will be notified.
- I cannot access our school's computer/lpads or network until this agreement has been signed.
- I have discussed this with my parents / carers and agree to follow all of these rules.

Mobile Phones/Personal Devices/Tablets/Smart Phones:

- In general, mobile phones are not to be brought to school. In emergency situations parents can contact the school and messages will be given to students.
- However, it is understood that there will be occasions when parents will require their children to bring a phone to school for safety reasons (for instance it may be needed on the way home from school).
- Children who are required by their parents to bring a mobile phone to school must hand it to their classroom teacher at the start of the day for safekeeping.
- The phone must be switched off.
- At the end of the day it will be the child's responsibility to collect the mobile phone from the class teacher.
- Students will be responsible for all data contained on their phone.
- At no time will the school accept responsibility for students' mobile phones if they are damaged, lost or stolen.

Student's Name: _____ Signed: _____ Date: _____

Parent/Carer Agreement

- I have discussed student responsibilities and the potential problems and dangers related to Internet use with my child.
- I agree to allow my child to use the Internet at school.
- I also agree to the terms and conditions set out in this Digital Technologies Code of Conduct Agreement.

Parent's Name: _____ Signed: _____ Date: _____

