Acceptable Use of Information Communication Technology

Applicable for 2013 School Year
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1. **Introduction**

The purpose of Information and Communication Technologies (ICTs) at OLOW Primary is to:

- enhance student learning opportunities.
- promote student achievement.
- support student–school communication.

The use of these ICTs within the school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

Both students and parents/guardians must read and sign this policy. It should then be returned to your class teacher.

2. **Definitions**

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

- computer systems and related applications such as email and internet.
- discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems.
- video, flip and still cameras.
- audio recording devices.
- iPod/iPad.
- flash drives.
3. Acceptable uses

3.1 Respect resources
The student should:

• Use ICT equipment and resources for educational purposes under teacher supervision.
• Follow teacher directions for accessing files, programs, email and internet resources.
• Ask permission from the teacher before following online prompts.
• Take care with the use and movement of equipment.

3.2 Respect others
The student should:

• Respect the rights, beliefs and viewpoints of others. Follow the same standards of behaviour online as you are expected to follow in real life.
• Follow the Netiquette guidelines for online communications (Appendix)
• Observe Copyright rules by respecting the information, ideas and artistic works of others.
• Acknowledge the author or publisher of information from the Internet and do not claim the work or pictures as your own.

3.3 Keeping safe online
The student should:

• Keep their passwords and personal work secure.
• Use the Internet and email only under teacher supervision.
• Use only school provided email accounts when communicating online.
• Ask the teacher before providing any personal details online.
• Always get teacher permission before publishing any personal information or photos on the Internet or in an email.
4. Unacceptable Uses

4.1 Respecting limitations on resources
The student should NOT:
- Use ICTs for any reason other than educational purposes.
- Download files or share files with other Internet users without teacher permission.
- Provide your password to others.
- Use the passwords or access the files of other users.
- Install or use software which is not licensed by the school.
- Enter any information online without teacher permission.

4.2 Respect others
Messages sent using the school’s ICTs may be monitored.
The student should NOT:
- Post or send inappropriate, hurtful or inaccurate comments about another person.
- Use disrespectful or inappropriate language.
- Harass another person. If someone tells you to stop sending them messages, you must stop.
- Re-post a private message without the permission of the person who sent the message.
- Take or send photos, sound or video recordings of people without their permission.
- Use the ideas or writings of others and present them as if they were your own.
- Use material from the internet in a manner which breaks copyright laws.

4.3 Keeping yourself safe online
It is important to keep yourself and others safe when you go online.
The student should NOT:
- Send photos or post detailed personal information about yourself or other people. (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, etc.)
- Meet with someone you have met online without your parent’s /guardian’s approval and participation.
4.4 Illegal Activities
Activities which threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the police.

5. Notification
The student should:
• Tell the teacher immediately about any messages you receive that are rude or that upset or worry you.
• Close up the computer or turn off the monitor and tell the teacher immediately if you accidentally access something inappropriate. This will make sure that you are not blamed for deliberately breaking the School Acceptable Use Policy.
• Tell the teacher if someone else is doing something which offends you or is not permitted.

6. Consequences of improper use
The consequences for the student breaking these rules may include:
• loss of access privileges for a period of time.
• informing parents/guardians.
• legal action.
7. Letter of agreement

Student
I have read and understand the rules and responsibilities of the school’s Acceptable Use Policy. I also understand that, the principal and my parents/guardians will be notified immediately, if I do not keep these rules and act responsibly. I may also be unable to use the Internet and school computers for a considerable period of time.

Student Name: ______________________ Date: ___/___/2013

Signature: ____________________________ (If you are under the age of 18, a parent or guardian must read and sign this agreement.)

Parent or Guardian
As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the internet.

Parents Name: ______________________ Date: ___/___/2013

Signature: ____________________________

8. Permission to bring electronic devices to school:
Parent or Guardian

I give permission for my son/daughter to bring his/her electronic device to school to be used in accordance with the Acceptable Use Policy. I understand and accept that the school does not take responsibility for damage or loss of equipment.

Device(s): ______________________

Parents Name: ______________________ Date: ___/___/2013

Signature: ____________________________
9. Netiquette

Netiquette refers to the guidelines and etiquette for online communication

You should:

- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can be misunderstood and hurt people’s feelings
- Do not type in all capitals. It is like shouting online. Shouting at someone is impolite
- Anything you post online or in an email should be checked by a teacher/adult before it is sent.