Information and Communication Technology
Acceptable Use Guidelines

Croydon Hills Primary School (CHPS) is providing students access to the school's electronic network. This network includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectations for students' acceptable use of the CHPS electronic network. Please read thoroughly, sign and return to the school.

General Unacceptable Behavior

- Students will not harass another person. Harassment is **persistently** acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.
- Students will not use language that is inappropriate in an educational setting.
- Students will not abuse network resources such as sending chain letters or 'spamming'.
- Students will not display, access or send offensive messages or pictures.
- Students will respect others when they talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting others in inappropriate or hurtful online behaviour

E-Mail and World Wide Web

- Students will follow all teacher instructions regarding the use of the Internet and E-mail.
- Students will always use the Internet and E-mail in a responsible manner.
- Students will ensure that any email they send does not contain inappropriate content.
- When using the Internet, students will only access appropriate information, which is relevant to their work. Students will make no attempt to access inappropriate material.
- Students will not go looking for rude or offensive sites.
- Students will ask their teacher to help them get permission if I want to use information or pictures from the web.
- Students will think carefully about what they read on the internet, question if it is from a reliable source and use the information to help them answer any questions. (They should not copy and paste the information as their answer)
- Students will talk to their teacher or another adult if:
    a. They need help online
    b. They are not sure what they should be doing on the internet
    c. They come across sites which are not suitable for our school
    d. Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
    e. They feel that the welfare of other students at the school is being threatened
- Students agree to use online classroom access and communication tools such as wikis and blogs to enhance their ability to access classroom curriculum material. Students will not include unsuitable material or inappropriate language while using these systems.
- Group pictures without identification of individual students are permitted. Student work may be posted with student first name only.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone or school address.

- Students will promptly disclose to a teacher any message received that is inappropriate or makes the student feel uncomfortable
- Students will only use their first name on the World Wide Web and email communications (Students should understand the importance of not including surnames and addresses or giving out personal details). Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their email.

Hardware and Peripherals

- Students will take great care of all ICT equipment in the school. This includes computers (Desktops, Laptops), interactive data panels, projectors, digital cameras, ipads, ipods, printers, scanners, microphones and headphones.
- Students will use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school.
- Students will not bring or download unauthorised programs, including games, to the school or run them on school or their personal computers.
- Authorized teachers can access files stored on the school network. Routine maintenance and monitoring of the CHPS electronic network will be carried out. Students should not expect that files stored on school servers are private.

Videoconference

- Videoconferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, students can see, hear, and speak with other students, speakers, museum personnel, etc. in real-time.
- Videoconference sessions may be videotaped by CHPS staff or by a participating school involved in the exchange in order to share the experience.
- Students' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by students apply during all videoconference sessions.

Mobile/Digital Devices (eg iPod, ipads)

- Students will only use the device for learning purposes as directed by their teacher.
- Students will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.

- When using a mobile device such as a camera students will:
    a. Only take photos and record sound or video when it is part of a class or lesson and you have teacher approval
    b. Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
    c. Seek teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Guidelines for Mobile Devices also applies to students during school excursions, camps and extra-curricula activities.

Failure to adhere to the ICT Acceptable Use Guidelines - WILL result in

the student forfeiting their privilege to be part of the Croydon Hills Primary School Electronic Network.

ICT Acceptable Use Agreement

Student Section

Student Name: _____

Class: _____   Date: _____

I have read the Croydon Hills Primary School ICT Acceptable Use Policy document. I agree to follow the rules contained in the guidelines.

I understand that failure to follow this ICT Acceptable Use Guidelines - WILL result in me forfeiting my privilege to be part of the Croydon Hills Primary School Electronic Network.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Croydon Hills Primary School ICT Acceptable Use Guidelines document.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Guidelines - WILL result in my child forfeiting their privilege to be part of the Croydon Hills Primary School Electronic Network.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____