ICT Acceptable Use Agreement

We believe that using the computer network is a right with responsibilities attached. The following rules have been developed for the benefit of all.

All users of this network should be aware of these rules and follow them.
- Breaking the rules listed below will result in the immediate suspension from network and computer use.

1. I will take care with all equipment and resources when using the computer network.
2. The behaviour I show will be careful, safe, responsible, well mannered and will follow our student engagement policy.
3. I will not take food or drink near any computers or equipment.
4. I will keep noise to a working level, which does not interfere with others in the computer lab, the library or classroom.
5. I will respect the privacy of my fellow students and teachers and follow the correct netiquette when sending email or participating on online discussions e.g. skype, conferencing, blogs, wikis and other web2.0 activities.
6. I will not use CD’s / USB flash drives, games, programs or CD’s which do not belong to the school without specific permission of a teacher and virus checking of the device and I agree to not bring or download unauthorised programs, including games, to the school or run them on school computers.
7. I will use the internet only with a teacher’s permission and in the supervision of a teacher or staff member.
8. When using the internet, I will not look for rude or offensive sites and report to a teacher if I, or another student gets into a site that is not suitable.
9. When using information from the WWW I will take note of the site I have used for my information and give credit for this in my work or ask for help to get the owner’s permission to use information or pictures from the internet.
10. I will not give out personal information or subscribe to clubs or news groups (without permission from my teacher) as this could result in excess data being sent to the school or identity theft. I agree to keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and not give out my password.
11. I acknowledge that the network and my files will be monitored by the school for correct usage.
12. School email accounts are to be used at school.
13. I will not change the icon names, desktop pictures, remove keys or labels from computers.
14. I will not interfere with other student’s work on the computer.
15. I will not download files/updates from the internet without permission from a teacher.
16. I agree to think carefully about what I read on the internet, question if it is from a reliable
source and use the information to help me answer any questions (I should not copy and paste the information as my answer)

17. I agree to talk to my teacher or another adult if:
   • I need help online
   • Someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private
   • I feel that the welfare of other students at the school is being threatened.

18. I will never take part in online bullying.

19. I will use an ‘online name’ and avatar when sharing my work online

20. I will use technology at school as directed by my teacher.

21. I will not bring mobile phones to school unless instructed by my teacher and if needed mobile phones are to be kept in the office when not used in class.

When using cameras I will:
   • Only take photos and record sound or video when it is part of a class or lesson
   • Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
   • Seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
   • Seek teacher permission before uploading any content to websites (e.g. bogs)

This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricula activities.
I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name...........................................................................................................

Student signature ............................................. (class).................. ......../......./...........(date)

Parent Permission

I .......................................................... have read and discussed these rules with my child. I understand and support these rules at Epsom Primary School. I agree to allow my child to use the internet at school and mobile technologies. I have discussed the scenarios, potential problems and responsible use of the internet with him/her as outlined in the AUP. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature : ............................................

Date: ..................................................................................