

Seville Road State Primary School



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ACCEPTABLE USE POLICY – INFORMATION TECHNOLOGY

Guidelines for using Information Technology-including the Internet and all computer systems and networks at Seville Road State School:

The school encourages students to become familiar with the use of information technology. Using such technology brings with it certain rights and responsibilities-both ethical and legal. For the benefit of all users, students are expected to act with honesty and to respect the rights of others at all times.

General Responsibilities:

- Computers must be used for educational purposes only. Students are not to use any other software, unless the teacher in the classroom has given specific permission for this.
- Computer systems and/or networks must not be tampered with
- USB devices must not be taken from or brought into classrooms without the approval of the teacher
- If USB devices are brought from home, they will be scanned for viruses before being used on computers in the classroom
- Computers can only be used if a teacher is present in the classroom
- Computer equipment must not be swapped around (eg. changing of keyboards, mice or other equipment from one computer to another)
- It is unacceptable to seek access to restricted areas of the network or to try to gain another person's password or personal information.

Internet Responsibilities:

- ◆ Students must not seek to find any information which could harm, embarrass or offend
- ◆ Retrieval, viewing or posting of any material which is sexually explicit, obscene, violent or offensive via the Internet or intranet is prohibited
- ◆ If students should accidentally come across sensitive or offensive information they must exit that screen immediately and notify teacher
- ◆ Students must not use or send obscene language
- ◆ Students must not send anonymous messages
- ◆ Students must not divulge home addresses or telephone numbers
- ◆ Students must adhere to the laws concerning copyright and other technological property rights
- ◆ Downloading of files and/or software is not permitted without the approval of the classroom teacher
- ◆ Students must log in using their own login and password

Breach of Rights and Responsibilities:

Adherence to the above guidelines will help ensure a positive, supportive and productive learning environment for all students. Breaches of the policy will result in students being excluded from using the school's computer equipment. Parents will be notified of the breach of rights and responsibilities.

Yours sincerely

C Bushell
PRINCIPAL

Seville Road State School

INFORMATION TECHNOLOGY ACCESS AGREEMENT

This agreement must be signed by students and parent/caregiver and returned to Seville Road State School in order for students to access the Internet via the school's computers. Parents/Caregivers are encouraged to contact their child's classroom teacher, if they require more information regarding this form.

STUDENTS

I have read and understand the Acceptable Use Policy for Information Technology and I agree to adhere to all of the provisions.

I affirm that I understand that my access to the Internet is a privilege that can be taken away, not a right.

I will observe all rules and guidelines and will refrain from any language or behaviour that is inappropriate to the Internet community or the school environment.

I further understand that any violations of the Acceptable Use Policy will result in immediate suspension of my Internet use, and that my parents will be notified of the violation.

Student Name – Please Print

Student Signature

Date

PARENT/CAREGIVER

I hereby give permission for my son/daughter to use the Internet and computer services provided by Seville Road State School.

I have read and understand the Acceptable Use Policy for Information Technology and understand that he/she is required to follow the responsibilities set out in the guidelines.

I further understand that although the school's computer systems can provide students with valuable learning experiences, there is potential for my son/daughter to access information on the Internet that is inappropriate. I accept that Seville Road State School staff will always exercise their duty of care, but that although every reasonable effort will be made to restrict and monitor access to such information, ultimately my son/daughter is responsible for restricting himself/herself from inappropriate information.

I understand that students who break the school's Acceptable Use Policy will have their electronic communication privileges suspended as a result of such violations, and that further disciplinary measures may be taken.

Parent/Caregiver Signature

Date