



ICT RESPONSIBLE USAGE POLICY

Access to the Thornlie Primary school Information and Computer Technology (ICT) Network is provided for students as a tool for educational use to conduct research and develop their skills. Student's behaviour must be according to the principles outlined in this policy. These rules are intended to facilitate the appropriate, effective and equitable use of the network and must be abided by all times. The use of the network is not an automatic right but a privilege that comes with responsibility.

The school reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, for material that would breach this policy. **Students agree to:**

COMPUTER/TABLET/IPAD USE

1. Not interfere or alter the set up of any computer equipment in the school
2. Not attempt to repair faulty equipment but report it to a teacher
3. Not vandalise school ICT hardware
4. Not eat or drink when using ICT hardware

INTERNET USE

1. Not access the internet unless they have teacher permission and are supervised
2. Use the internet for educational purposes only
3. Not share personal information on-line or reveal other students/teacher personal information
4. Not cyber-bully (bully, harass, threaten or intimidate others using ICT)
5. Not intentionally interfere with, move or delete shared files stored on the network
6. Not use the school internet for private use, which includes accessing social media sites and private emails
7. Not download or seek to access inappropriate material knowingly; including, offensive, discriminatory, pornography or intimidating material
8. Acknowledge all sources of information which are used from the internet and will not claim it as their own and be familiar with copyright issues relating to online learning
9. Not use the school based email/blog/messenger to communicate inappropriately and use appropriate language and communication at all times
10. Not knowingly introduce viruses
11. Anything seen that they are unhappy with or receive messages they do not like, they will tell a teacher immediately

CAMERAS (MOVIE & STILL) USE

1. Not use movie cameras/digital cameras without teacher permission
2. Ensure the subject of the recording/photograph is aware they are being filmed/photographed
3. Not upload any images taken at school to any social media site without permission from the Principal
4. Not upload images that are inappropriate or intended to be discriminatory, intimidating or bullying in nature

PRINTING

1. Not print any work, images, resources or project information without permission from the teacher
2. Consider the environmental impact before printing and not print unnecessarily

Student's found to be intentionally in violation of the Thornlie Primary School ICT Responsible Usage Policy will:

1. Have their parents/caregiver contacted by the school and informed about their actions
2. Have their network privileges removed
3. In certain circumstances the school may consider involving the Police to deal with intentional, illegal activities

CHILD'S NAME: _____

Parent/Guardian

As the parent or legal guardian of the above student, I have read the ICT Responsible Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that internet access is intended for educational purposes. I also understand that that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if pupils access unsuitable websites.

Signature: _____ Date: _____

PLEASE NOTE THAT THIS INFORMATION IS APPLICABLE TO THE LENGTH OF TIME THE STUDENT IS ENROLLED AT THORNLIE PRIMARY SCHOOL. ANY CHANGES TO THE PERMISSION GIVEN BY THE PARENT/CAREGIVER ON THIS DOCUMENT SHOULD BE ADVISED TO THE OFFICE STAFF.

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