Acceptable use of Computers, the Internet, Intranet and Electronic Mail for Students at Largs Bay Schools.

Largs Bay Schools has a commitment in offering students **access to our computer network, Internet, Intranet and E-mail facilities**. We believe access to these information Technologies **enables students to explore** thousands of libraries, databases, museums, art galleries and other information sources and to **exchange personal communication** with other Internet/Intranet users. Families should be aware that some material accessible via the Internet might contain illegal, defamatory, violent, inaccurate or offensive material. Our school purpose is to use the Internet and other Information Technology resources for **constructive educational aims**. We believe the **benefits to students learning** from Internet access in the form of information resource and opportunities for collaboration is crucial if our students are to become critical and effective users of Information Technology in the future. The Internet and other Information Technologies have become an **integral part of Resource-based Learning programs** within the school and although the school will take every measure to ensure correct access and usage, it is the **responsibility of each student** to behave appropriately in its use.

Largs Bay Schools has a responsibility to **inform the school community** of the procedures we have set up to **safeguard student use** of Internet facilities. This includes filtering tools and an agreement for responsible use of databases and the school Intranet. We care about keeping students safe while they engage in on-line learning and discovery so the acceptable use guidelines outlined below are designed to promote responsible use at our school.

**Each year prior to use, teachers and students shall discuss the use of Information Technology as a learning tool.**

This will include a discussion of the following:

- Collecting, analysing, organising ideas and information from a range of resources including community resources, information agencies, learning technologies and people.
- Using Critical Perspectives to determine the validity of information gathered from the Internet and other sources.
- Planning, organizing and presenting information.
- Communicating and publishing via E-mail, Internet and Intranet.

To achieve the aims of Internet/Intranet use at Largs Bay Schools certain **responsibilities** are required of users for the use and access of Internet facilities:

- Students are responsible for appropriate behaviour on the school’s computer network just as they are in a classroom or in the schoolyard
- Being polite (**Netiquette**) and using **school-appropriate language**. (i.e. not obscene, racist, sexist, or that containing obscenities, inflammatory or abusive content)
- Correctly identifying yourself when using internal and external E-mail – note that students shall not give out personal details or photographs of themselves or others
- Promptly disclose to your teacher or staff member any message you receive or content that is inappropriate or makes you feel uncomfortable
- **Students are advised** never to access, keep, or send anything that they would not want their parents or teachers to see
- Using the computer network for acceptable and sensible purposes in accordance with school rules and policies (e.g. controversial sites and games)
- Access of system, student or teacher files **without permission**, including attempts to ‘hack’ into secured areas is not allowed
- Follow log on, log off **procedures** as instructed
- Notify your teacher or staff member if there has been **misuse of the network**.
It is inappropriate and therefore not permitted for users to-

- **Load** games or any other programs onto the hard drive or the network unless authorised by the I.T. committee / personnel
- Access or **tamper** with the original set up of the software (e.g. icons, background, printers …)
- Disconnect or **change** the arrangement of the hardware unless authorised
- Have **unsuitable material** in their possession – students are reminded that staff may access student disks, folders or files at any time
- Access any **inappropriate** Internet site (e.g. pornographic, violent etc)
- Use the system in such a way that would **disrupt** the operation of the network by other users
- **Disclose** their own, or anyone else’s personal details
- Violate **copyright laws** by copying protected work.

Consequences for not meeting the above responsibilities:

- **Reminder and warning** regarding the above agreements for use
- **Temporary Restriction** of the privilege to use the Internet/Intranet
- **Temporary Restriction** of access to the computer network
- Other **disciplinary action** that the school may impose in line with school and department student behaviour management policies
- **Negotiation and appropriate plans** developed for continuing use of computers.

Largs bay Schools will allow students to access the Internet/Intranet provided that they and their parent(s)/caregivers read, (or have read to them) this document, sign and return the **Information Technologies User Agreement Form**.

   **The Largs Bay Schools Staff**
INFORMATION TECHNOLOGIES USER AGREEMENT FORM

INFORMATION TECHNOLOGIES at Largs Bay School involves the use of Computers, Computer Networks, Internet, E-mail and Intranets. It is vital that students understand what constitutes ‘Acceptable Usage’ of these Information Technologies. In light of this we would ask that Parents/Caregivers and Students sign the agreement below – stating not only that the expectations the school has towards using Information Technologies are understood but also that the student agrees to these requirements.

Having read this agreement, if you still have concerns about your child accessing the Internet, E-mail or the Intranet, please contact the class teacher, Information Technology Coordinator, Assistant Principals or Principal to discuss the matter. A copy of the school’s Selection and Access Policy is also available from the Front Office should you wish to read it.

Tanya Oshinsky     Lyn Thompson
Primary Principal     Junior Primary Principal

Please complete the form below and return it to your child’s teacher as soon as possible. Thank you.

Parent/Caregiver to complete:

As a Parent/Caregiver of a student at Largs Bay School, I have read and discussed with my child the enclosed information about the appropriate use of computers at the school. I understand that this agreement will be kept on file at the school.

My child may use E-mail, the Internet and the curriculum computer networks (Intranet) while at the school, according to the rules outlined.

Parent / Caregiver Name:    Parent / Caregiver Signature:

DATE:  /   / 20

Student to Complete:

As a user of the school computer network – including Internet and E-mail, I agree to comply with the rules and consequences as explained to me.

Student Name:      Student Signature:

DATE:  /   / 20