



ICT Acceptable Use Policy

Student Policy

Preamble

The Information and Communication Technology facilities at Little Bendigo PS reflect the school's values. These facilities are provided for the educational benefit of students. By providing opportunities in technology, students can foster skills where they develop lifelong learning skills, develop information literacy skills, become critical thinkers, problem solvers and collaborate, enabling all students to recognise and realise the full potential of this medium.

All use of school computers including access to on-line resources will be in keeping with the accepted philosophy and standards of the Department of Education and Training as well as the laws of the Commonwealth of Australia.

Use of computers, during lesson times, will always be related to the school curriculum and not personal use.

Filtering categories are in accordance with the DET Policy. Little Bendigo Primary School has the ability to customise current filtering settings in areas it deems appropriate. Unblocking of sites will be done so at the School's discretion and always within DET guidelines and the ICT acceptable use policy.

This policy relates to all school electronic facilities used in any context.

STUDENT RESPONSIBILITIES

Educational

- If inappropriate sites are accidentally accessed, they must be reported to the supervising teacher (who will notify the Network Administrator or principal) immediately, so that the site may be blocked.
- Appropriate language must be used in all ICT related activities.

- Downloading of programs, games or any other files can only be done so under explicit permission from a staff member.
- Printing and access to the Internet must be educationally based.

Security

- All network users will log on to the network using a password and their assigned username.
- Passwords are not to be disclosed and steps must be taken by the user to ensure security of passwords.
- Network users logging on to the Network/Internet using a username and password other than their own, will be considered to have breached the terms of this policy.
- Students are responsible for any action carried out by their user name.
- If students can identify a security problem they must notify the Network administrator or principal.
- Students must not reveal their personal details or any other person's personal details. This includes when using internet communication, which brings the staff, students or the school into disrepute.
- If students have locked themselves out of the network or have password issues, they must inform their teacher.
- Illegal activities are strictly forbidden. A transmission of any material in violation of any Australian or State regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material or material protected by trade secret.

Classroom Care

- Equipment faults should be reported immediately to the Principal or Network Administrator.
- Students must not download unauthorized software from the Internet or bring from home unauthorised downloads, (such as music sound tracks and shareware).
- Students must not use the network in any way that would disrupt network services for other users.
- ICT equipment should be treated with care and respect at all times. Vandalism of equipment is not acceptable.
- Students must not reset or change settings on any workstation.
- Cables and leads must not be tampered with.

- Work areas and computing facilities must be left clean and tidy at all times.
- No eating while using computers.
- Water bottles are to be kept well away from the computers

Internet Access and Email

The Internet is made available as an educational resource for students. Filtering and activity monitoring software is in place across the school network. The Internet and email facilities should never be used to:

- Abuse, vilify, defame, harass or discriminate members of the school or wider community.
- Access, send or retrieve inappropriate, offensive, obscene material.
- Defame the reputation of the school.
- Infringe copyright or other intellectual property rights of another person.
- Perform any unlawful or inappropriate acts.
- Access on line games, chat lines or divulge personal information.
- Publicly criticise or harass others, use sarcasm and/or humour which can be misunderstood. Be polite; your messages should not be abusive to others.
- Use appropriate language. Do not swear, use vulgarities, use slang or any other language deemed inappropriate or offensive.

Email received from unknown sources or carrying attachments of unknown origin or containing inappropriate material should be deleted immediately and the Principal or Network Administrator should be notified.

The school acknowledges that student users have access to home and other off campus computers. If students send messages from these sources to: little.bendigo.ps@edumail.vic.gov.au, these messages will be deemed to come under the stipulations of this policy.

COPYRIGHT

As with any research; information and images accessed via computer must be appropriately acknowledged through use of references and bibliographies.

Students must at all times adhere to Commonwealth Copyright regulations.

NON-LIABILITY

- The school makes no warranties of any kind for the computing services it is providing.
- The school will not be responsible for any damages suffered. This includes loss of data resulting from computer viruses, delays, non-deliveries, miss-deliveries or service interruptions caused by negligence, errors, omissions or consequences arising from inappropriate use of the Internet.
- Use of any information obtained via the school network is at the user's own risk.
- The school is not responsible for the accuracy or quality of information obtained from the network.
- The school reserves the right to amend or delete any part of this Policy annually.
- The school will not be liable for the deletion of material, which has been saved in the incorrect location.

CONSEQUENCES

All staff members have the responsibility to advise the Principal that a student has breached the terms and conditions of the ICT acceptable use policy.

In the event of inappropriate use the school will:

- Notify parents that their child has breached the ICT acceptable use policy. The penalty for a first offence is:
 - no Internet access for a week. A copy of the inappropriate breach will be sent to Parents, along with a copy of the ICT acceptable use policy. Parents will need to sign and acknowledge receipt of correspondence. Upon return of this signed acknowledgement

students will have internet privileges returned once the specified time period has expired.

- Further breaches will incur longer periods of denied access/bans to the school network.

Network breaches that include evidence of Cyber bullying, will have the matter referred to the Principal automatically.

The signatures on the ICT acceptable use policy indicate the parties (parents and students) have signed, read the terms and conditions carefully and understood their significance. Non-acceptance of this policy will result in no computer access.

Acceptance of ICT acceptable use policy

STUDENT

I, _____ have read, understood and accept the terms and conditions for Network and Internet access. I further understand that any violation of these terms is wrong and may constitute a criminal offence. Should I commit any violation, my access privileges will be revoked and appropriate action may be taken.

Student Signature:

Date: -

PARENTS OR GUARDIANS

I/We,

have read and understood the Little Bendigo Primary Schools ICT acceptable use policy and have discussed its contents and meaning with our child/ren.

Signed

Date
