The care and correct use of the Learning Technology equipment is important to the ongoing success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of computers, internet and other technology equipment. The following guidelines outline the school’s expectations for everyone involved in the use of Learning Technology facilities and equipment.

**Network General Rules of Usage**
- Hands should be clean.
- Students are not permitted to have food or drink near equipment.
- Log on using only names and passwords provided by the school.
- Computers to be shut down at the end of each day.
- Students only to use programs they have been directed to.
- Students only to access files that they created or have been directed to.
- System hard drives must only be used for the designated purpose.
- Use appropriate language.
- Do not reveal any personal details or details of fellow students or colleagues.
- Respect privacy.
- Notify a teacher or learning technology administrator if you suspect a security problem.
- Do not modify any settings (screen savers, shortcuts etc).
- Magnets are not to be put near the computers.

**Care of Hardware/Software**
- System administrators maintain the network. Staff and students do not attempt maintenance.
- Network machines will be systematically virus checked.
- All software purchased by the school is for school use and may not be copied or borrowed.
- Movement of equipment requires the administrator’s approval.
- Equipment may be lightly cleaned by staff.
- The mouse balls require regular cleaning by teachers.
- Interactive Whiteboards will be turned off during recess, lunch and at the end of each day.
- No sharp objects near the Interactive Whiteboards.
- Whiteboard markers are not to be used on the Interactive Whiteboards.
- Video cameras and other ancillary equipment should be returned to appropriate storage area immediately after use.
- The information stored on the school USB is for work which is shared between school and home eg: homework, projects. Students are not permitted to put music, games, pictures and other non school related programs onto their school memory stick.

**Publishing Work**
- Students should thoroughly check work before publication. This includes spelling and grammar checks.
- Limit colour printing to special occasions. Teacher permission required.
- All student work to be published requires teacher approval.
Internet Usage

- Students may have access to secure sites which have been filtered by Netscape.
- Students must seek permission from a teacher before accessing the World Wide Web.
- When using the Internet, students will only access appropriate information, which is relevant to their work.
- Students will be appropriately supervised when using the Internet.
- Downloading of any material by students requires teacher permission.
- Students must inform teachers if a site is accidentally accessed.
- Teachers have the right to review any material that has been accessed or saved.
- Consent forms must be obtained from parents before student publications or information about students is placed on the Internet.
- Photos will be published without names but should exclude students who do not have consent forms that authorise their photograph to be published.
- Text documents should only publish first name.
- Prior to using the Internet students will sign Appendix A. Teachers will revisit Appendix A with their class at the start of each year.

Acceptable Use of Email

- Students are to use normal, polite and considerate language when using e-mail.
- Cyber Bullying will not be tolerated (refer to Anti-Bullying Policy).
- Cybersafe programs will be taught as part of the curriculum.
- Students should not send inappropriate material.
- Student must inform a teacher if they receive inappropriate material.
- Teachers and administrators have the right to review any material received or sent.
- Copyright laws must be adhered to.
- The upload of web pages must go through a system administrator.

Copyright

- Permission from the owners must be gained before copied work may be published on the Internet.
- All software applications must be used in accordance with their copyright laws.
Acceptable Use of Internet Agreement

Please discuss the items below with your child, sign and return the form.

When I use the Internet, I have responsibilities. I agree to:

- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses, images and my password.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying.
- Use the Internet and equipment at school for learning purposes only, with respect for others.
- Never interfere with the work or data of another student.
- Never bring or download unauthorised programs, including games, to the school or run them on school computers.
- Never go looking for rude or offensive sites.
- Follow Internet tasks as outlined by the teacher.
- Remember that the content on the web is someone’s property and ask my teacher to help me get permission if I want to use information or pictures.
- 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).
- Talk to my teacher or another adult if:
  - I need help online.
  - I am not sure what I should be doing on the Internet.
  - I come across sites which are not suitable for our school.
  - Someone writes something I don't like, makes my friends and me feel uncomfortable or asks me to provide information that I know is private.
  - I feel that something that is happening online is not safe for others or me.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Name: .................................................................

Student Signature: .................................................. Date: ____ / ____ / ____

Parent Form

I have discussed the scenarios, potential problems and responsible use of the Internet with him/her. I understand that my child will participate in an Online Safety program designed to increase awareness in online cybersafety. 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 NetAlert Australia’s Internet safety advisory body on 1800 880 176 or www.acma.gov.au

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