

## **Mount Nelson Primary School ICT Resources**

### **Acceptable Use Agreement for Primary Students and Families**

#### **Purpose**

At Mount Nelson Primary School, Information and Communication Technologies (ICT) are provided for educational, communication and research purposes. They are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning basic skills.

The following Acceptable Use Agreement will help protect students, staff and the resources by clearly stating what is acceptable and what is not.

#### **Definitions**

- ICT = information and communication technologies and includes but is not limited to the use of computers, the school network, the Internet, email and Web services, digital/video cameras, printers, scanners and removable storage devices, etc
- ICT Resources = ICT, Mobile Telephone and Student Owned Devices
- Mobile telephones = standard mobile telephones and smart phones such as iPhones and mobile telephones that can access the internet, etc
- Student Owned Devices = any ICT device that a student owns and brings to school eg iPod, Netbook or laptop, personal data assistants (PDAs), cameras, mobile / smart telephones, etc, and
- The Department = Department of Education Tasmania.

#### **General Use**

- When I am using ICTs I will follow our School rules at all times and comply with State and Commonwealth laws
- When I am using ICTs I will use my time effectively and do the task I am meant to be doing.
- I will work co-operatively when I am using ICTs.
- I will take care of the school's hardware and software.
- I will start and shut-down the computers correctly.
- I will not use the school's equipment for anything which is against the law, or which would inconvenience other people; for example:
  - Printing more copies than I need;
  - Downloading large files which slow down the network;
  - Changing the setting on computers.
- I will log off the computer when I have finished my work.
- I will keep my password/s to myself, and not seek the passwords of others.
- I will only work on my own work and store it in my folder/file or on my own removable storage media, such as floppy disks, CDs, USB keys, thumb drives, and
- I am aware that viruses can be spread between computers through email and using removable storage media that have not been checked by virus scanning software and I will check with my teacher before using a CD or USB key on a school computer.

#### **Internet Use**

- I will only access web sites that are relevant to the information I need.
- If I see or hear anything on a web site that I am unhappy with, I will click the Home button and tell my teacher immediately.
- When I use email, forum boards or supervised chat rooms the messages I send will be polite and sensible.

- I will not give out any personal information about myself or others unless I have permission from a teacher. e.g. name, address, phone number, parents names etc....
- If I receive any messages that I do not like I will tell a teacher immediately.
- I know that the school may check my computer files and may monitor the Internet sites I visit, and
- I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet.

### **BYOB – Bring Your Own Device**

- If I am in year 5/6 I am able to bring in a Personal device to school to work with in my classroom. This device may be a personal laptop **of any brand**, iPad, iPod.
- When I use my iPod or other personal mobile device I agree to:
  - use it for learning purposes as directed by my teacher;
  - act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else; and
  - respect others when I talk to and work with them online and never write or participate in online bullying.
- When using my mobile device as a camera I will:
  - seek permission from individuals involved **before** taking photos, recording sound or videoing them (including all staff);
  - only take photos and record sound or video when it is part of a class or lesson;
  - seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space; and
  - seek teacher permission before uploading any content to websites (e.g. blogs).

### **Monitoring and Management of ICT Resources including Student Owned Devices**

All departmental ICT resources are the property of the Department, which reserves the right to monitor the use of these ICT resources. This right extends to student owned devices connected to the Department's school network. The monitoring may include reading the content of files and emails, including personal files and emails, stored on departmental or student owned ICT resources. This also includes any material that has either been run or deleted from any personal computer, laptop, Netbook or mobile device and may involve the confiscation of the ICT resource for this purpose.

The Department has the lawful right to monitor your use of its ICT resources and may do so at any time without notice.

The school may exercise its right to monitor the use of the school's ICT resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised access; and to
- ensure compliance with the Rules for Responsible ICT Use.

The Department may exercise its right to monitor the use of resources to:

- ensure that the systems and networks are functioning properly;
- protect against unauthorised use and/or access; and
- ensure compliance with the principles and procedures of departmental ICT use, as described in this Acceptable Use Agreement.

The Department's ICT resources will be monitored randomly and/or by exception (e.g. in response to complaints or investigations). The Director Information and Technology Services can authorise monitoring.

The Manager IT Infrastructure coordinates and can undertake the monitoring of departmental ICT resources.

**Waiver of Liability**

The Department restricts access to some material available via the Internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the Internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service.

The Department does not accept responsibility for any damage or loss to student owned devices brought to school or connected to the Department's ICT resources.

**STUDENT**

I have read the Acceptable Use Agreement carefully and understand the importance of the conditions and agree to follow these rules. I understand that if I choose to not follow these rules it may result in loss of access to school ICT resources such as computers, internet, email or Student Owned Device at school for a period of time determined by the Principal.

**Student Name (please print)** \_\_\_\_\_

**Year Level / Class** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

**PARENT OR CARER**

As the parent or carer of this student, I have read the Primary ICT Acceptable Use agreement and I have discussed the information contained in the Acceptable Use Agreement with my child. I understand that ICT resources access is designed for educational purposes and Mount Nelson Primary School has taken precautions to define acceptable ICT use. However, I also recognise steps have been taken in the school to minimise risk of exposure to unsuitable and inappropriate content and materials and I will not hold them responsible for all the accessed materials acquired on the ICT resources. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting.

**Parent / Guardian's Name** \_\_\_\_\_

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_