



ICT ACCEPTABLE USE AGREEMENT

FOR PRIMARY STUDENTS

3 – 6

If you use the Sorrento Primary School computers or the online services of the Department of Education you must agree to the following rules:

- I will use a school computer or tablet only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers and tablets.
- I will not let anybody else know my password.
- I will not let others log on and/or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services and / or school network accounts.
- I know that I am responsible for anything that happens when my online services or network account is used. This also means I will log off when I have finished using a computer.
- I will tell my teacher if I think someone is using my online services or network account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well-presented and is not harmful to other students (ie. It does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use other people's work (including items that I have taken from the Internet), as part of my research and study I will always acknowledge them
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist or pornographic materials, or content that is offensive, disturbing, or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others without checking with my teacher first
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will take care when using the computer equipment and will not change the school computer settings.
- I will only download or upload material to the school network and the Internet with permission of a teacher.
- I will not illegally copy software or knowingly spread computer viruses
- I will not use social media sites (eg Facebook, Instagram, Twitter etc...) at school without teacher permission

I understand that

- I will be held responsible for my actions while using online & school network services and for any breaches caused by allowing any other person to use my online services or network account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in the Department of Education and Sorrento Primary School's policy; and
- I may be held responsible and police may be contacted for offences committed using online services and the Sorrento Primary School network

I agree to abide by the acceptable usage agreement for school students.

I understand that if I break any of rules in the agreement, it may result in disciplinary action, determined by the Principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of Student: _____ **Signature of Student:** _____

Name of Parent: _____ **Signature of Parent:** _____

Date: _____

Note: while every reasonable effort is made by schools and the Department of Education and Training to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

Office use only: Date processed: / /

Processed by (initials):

Note: This agreement should be filed by the teacher and a copy provided to both the parent and the student