



ICT Acceptable Use Agreement 2017

(Junior 1-2)

Information and Communication Technology (ICT) includes the use of computers, the school network, the Internet, digital/video cameras and scanners.

At Tapping Primary School computers 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.

Dear Parents/Carers,

In an effort to develop in our students a responsible attitude when using computers and other electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise to behave courteously, cooperatively and appropriately in all situations when using electronic equipment.

Teachers will discuss the rules outlined but we would appreciate your support in discussing them further with your child. Students and parents may sign the agreement then return it to school to be signed by the teacher. Students will be permitted to use computers in the school once this agreement has been signed and returned to the school.

(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.)

Thank you for your cooperation.

Mr Bill Boylan (Principal)
Mrs Susan Mallett (Deputy Principal ICT)

General Use

The rules we follow at Tapping Primary School when using computers are:

1. When I am using the computer or any electronic equipment, I will do the task I am meant to be doing.
2. I will work co-operatively when I am using the computer.
3. I will not touch the keyboard or mouse if someone else is using the computer.
4. I will take care of the school's computers and software.
5. I will follow the teacher's instructions while using the computer or any electronic equipment.

6. I will log off the computer when I have finished my work.
7. I will shut down the computer if I am the last user of the day.
8. I will keep my password to myself, and not seek the passwords of others.
9. I will not give out my name, phone number, address, name of school, photographs or other details about myself to others without checking with my teacher first.
10. I will not log on to another person's account or let someone else log on to mine.
11. I will only work on my own work and store work in my folder/file.
12. I will make sure I understand any message on the computer screen before I tell the computer what to do next.
13. I will not use the school computers to be mean, rude or unkind about other people.
14. I will be responsible for leaving the laboratory tidy and ready for the next class.
15. I will only use work from the internet if I have asked the teacher.

**If I break any of these rules, then I will be unable to use the computers at school for a specified time.
I will need to re-negotiate how I use the computer at school.**

We have read this policy and agree to abide by the conditions and consequences stated in this policy.

Student's Name: _____ Student's Signature: _____

Teacher's Signature: _____

Year Level: _____ LA: _____

Parent/Carer's Signature: _____

Date: _____