



# Acceptable Use of Information Technologies



The purpose of Information Communication Technologies (ICTs) at St. Finbar's, Glenbrook is to:

- Enhance student learning outcomes
- Promote student achievement
- Support student-school communication.

The purpose of these ICTs within the school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines set out in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the student or the school.

Both students and parent/guardians must read and sign this policy. The signed page must then be returned to the school office where it will be filed.

### **Definitions:**

Information and Communication Technologies are the electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- Computer systems and related applications such as email and internet
- Discussion forums, chat rooms, blogs, podcasts, instant message systems
- Video or still cameras and audio recording devices

### **Policy for Students:**

At my school I have computers and other ICT tools to help me learn. These may include:



Desktop computers



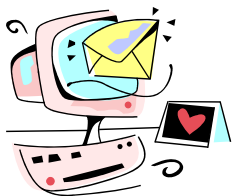
Printers



Digital cameras



Internet



Emails



CDs & DVDs



Movies



Wireless laptops



Network files

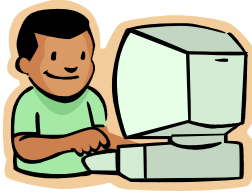


Headphones

## Acceptable Uses

When I use these tools I should:

### 1. Be Respectful



Use the computer for my learning.



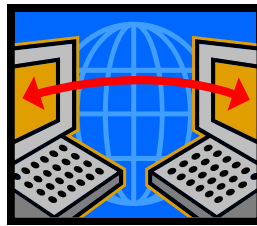
Use the files, internet or email shown to me by my teacher.



Look after the computers and the computer area.



Share the computers and take my turn.



Write the authors name when I take pictures and information from the internet.

### 2. Be Safe



Keep your passwords safe.



Tell my teacher if I see something that makes me feel unsafe.



It is not safe to share your full name or photo in an email without teacher or parent permission.

### 3. Be Fair



It is not fair to use other people's work.



It is not fair to say untrue or hurtful things about people online.



It is not fair to bring computer software or music from home.

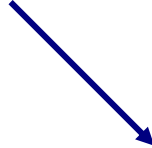
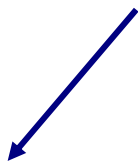
Consequences:

If I do not follow these school expectations when using the provided ICT...

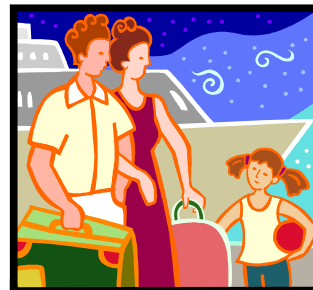


I may not be able to use the computer

My teacher may tell....



the Principal



my parents

and/or



# St Finbar's Primary School, Glenbrook

## ICT Acceptable Policy – Letter of Agreement Use

Name .....

I have read and I understand the rules for using the computers and internet at school.

Signed ..... (student)      Date .....

### **Parent or Guardian**

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I recognise that it is impossible to completely restrict access to controversial materials but acknowledge that preventative practices are implemented and that internet filters are applied through the school network.

I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including email and the internet.

Name/s ..... Signature/s .....

Date .....

*Please return this form to your class teacher.*