St Patrick's Primary School
Griffith

Technology Acceptable Use Policy

Rationale
St Patrick's Primary School provides computer facilities for the use of the school community. As Information Technology, in all its many forms, becomes an increasingly important tool for human life it is vital that children become innovative, knowledgeable, skilful, adaptable and enterprising users of the technology.
We recognise that student instruction and student learning will change as telecommunications and other new technologies alter the ways which information may be accessed, communicated and transferred through access to online services.
At St Patrick's Primary School we recognise information research skills are now required as essential knowledge for members of our society and as future employees.
In responding to these changes, St Patrick's Primary School actively supports access by students to the world wide web.
The Internet is a vast network, which links computers to many sites throughout the world.
Using the internet, we can communicate with people all over the world, through electronic mail and by accessing infinite amounts of information that have educational value.
St Patrick's Primary School provides Internet Access for school related purposes. Students may only use school internet services for authorised activities, which relate to the curriculum.
Students are expected to use the internet in a manner consistent with the ethos and the Christian values of the school. That is, students are expected to use the resources in a responsible manner, which demonstrates respect for others, honesty, courteous communication and adherence to all relevant rules.

Purpose
The use of learning technologies (computers, digital camera, scanner, printers, tape recorder and listening post) at St Patrick's Primary School encompasses every aspect of our teaching and learning environment. Accordingly the purpose of this policy is to assist students in the appropriate use of technologies.

Implementation
St Patrick's Primary School is using the services of the Wagga Wagga Catholic Education Office Sina/My Internet. Sina/My Internet filters unacceptable material. It is not always possible to guarantee that students will not accidentally or purposely find inappropriate material that may be objectionable. Therefore, students must be supervised at all times whilst using computers.
Breaches of rules and guidelines will result in the removal of internet access and possible further action.
RESPONSIBILITES

School
St Patrick's Primary School (Principal, teachers, parents and students) is committed to implementing and upholding the Acceptable Use Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students.
St Patrick's Primary School endeavours to ensure that information published on the Internet by students or the School under the School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

Staff
St Patrick's Primary School expects that staff will incorporate appropriate use of the learning technologies throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. Teachers will inform students and parents of the dangers of inappropriate use and the reason why the school has this policy in place.

Students
Students are responsible for good behaviour which includes appropriate communication when using Learning Technologies equipment. Students will be expected to comply with school standards and to honour the agreement they have signed.

Parents
Parents and Guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. These standards will be in accordance with the School Vision Statement and other general policies.

Use of Computers and other Learning Technologies equipment
The care and correct use of our Learning Technologies equipment is extremely important to the continued success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of our computers and other equipment.

General Rules of Usage

🌈 Hands should be clean at all times when using any Learning Technologies

🚫 No food or drink is permitted near any Learning Technologies

蒴 Modifying settings on the computers, e.g. background, screensavers, shortcuts, etc. will be permitted only by the systems administrator or class teacher.

💻 The transfer of software/disks/CDROMS between school and student's home is not permitted except where authorised via agreement between class teacher and IT Coordinator. This includes project files, files downloaded from the Internet etc.

😊 If in doubt, students need to seek clarification from teachers.
Caring for the Equipment
Caring for the Equipment is the responsibility of the class and teachers wherever it may be housed.

Equipment should be wiped down with a dry, clean cloth on a regular basis and stored, where possible, after use.
The Computer Lab is the responsibility of all students and staff who use the facility. Computers need to be shut down at the end of each day, chairs put back in place and any papers removed from the benches, ensuring the Computer Lab is tidy.

GUIDELINES

Acceptable Use of the World Wide Web
- Students must always seek permission from a Teacher and be under Teacher supervision when accessing the World Wide Web.
- Students should not look for, view or download unacceptable graphics, sounds, or text files at any time.
- A teacher must authorise the downloading of ANY materials from the Internet.
- If a student accidentally accesses an inappropriate site, the monitor is to be turned off immediately and the teacher notified.
- No child’s name may be used in connection with any material published on the World Wide Web.

Acceptable use of E-mail facilities
Role of Students
All students will be given usernames and passwords, which provide them with internet and email access. Consequently, students are able to receive and send emails within the school and from outside sources.
- Students under no circumstances should provide their password to another person.
- Students must be polite, using only appropriate language when using e-mail facilities – engaging in personal attacks, harassing another person, using obscene, profane, rude, threatening or disrespectful language is forbidden.
- Students must proofread e-mail messages before they are sent.
- Students are strictly forbidden to send via e-mail personal information about themselves or others i.e. full name, address, phone number, etc.
- Students should maintain and audit their personal accounts and the contents of folders i.e. deletion of read emails. Unacceptable files found within these folders will be removed. Should a student find an unacceptable file within their folder they should notify the teacher.
- Students should not repost a message that was sent to them privately without the permission of the person who originally sent the message.
- Students must not access any other person’s e-mail at any time.
- Students are to immediately inform a teacher should they receive an e-mail which makes them feel uncomfortable or is not acceptable, such as inappropriate language.
- Students are not to send chain or junk mail.
- Students are forbidden to enter chat rooms unless supervised by an authorised teacher.
Monitoring and Filtering
The school is connected to the Internet through Sina/My Internet. Sina/My Internet provides a set of Internet management tools to schools using their service. These tools include a facility to filter web sites and email, tools to monitor the use of the Internet as well as tools to control access rights. All school Internet users enter a username and password when they wish to browse the web or send an email. This allows tracking and setting of individual access privileges, including email, personal homepage, access to the Diocesan Intranet and beyond to the World Wide Web.

Copyright Laws
♦ Students and teachers must respect Copyright Laws when copying any type of material for use in their work.
♦ If student work is to be published only within the school setting (e.g. books, poster, presentations, intranet, etc.) then materials copied from other sources need only be referenced in a bibliography or reference list.
♦ If student work is to be published on the World Wide Web, permission must be gained from the owner of any work, e.g. pictures, sounds etc. Such permission may be gained through email contact, written requests etc.
♦ If students are unsure as to whether they need Copyright permission they must ask a Teacher.

Plagiarism
Students and teachers must not plagiarise the work found on the internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.

Publication of Student Work
Work to be published for viewing or use only within the school setting does not require parental permission. This includes parent newsletters and publication to the school intranet.

Publication of Work Using Learning Technologies
Students should check their work before attempting to publish/print it using Learning Technologies and must be authorised for publication by the classroom teacher and IT Coordinator.
Consequences for Disregard of the Acceptable Use Policy

Students
Students at St Patrick's Primary School have access to extensive Learning Technologies. They have a responsibility to use it appropriately. Offences will be recorded by the IT Coordinator and the Principal and student(s) involved will be notified. The school will use their professional judgement in dealing with any misdemeanors.

Deliberate violation of this policy may involve the following:

- **Verbal warning is issued to the student and his/her name will be recorded.**
- **Written warning issued to student to go home to parents. Warning to be returned to school signed by parent.**
- **Short term (one week) suspension from using any Learning Technology within the school. Letter home to parents.**
- **Long term (one month) suspension from using any Learning Technology within the school, letter home and interview with parents.**

Student Code of Conduct
All students are expected to sign an Internet Use Agreement.
See Attached.
Acceptable Use Policy

Internet Use Agreement

(Year 2-6)

This agreement needs only to be signed once and will cover your child for the period of time they are at St Patrick’s Primary School. Should you wish to withdraw consent, please contact the Principal in writing.
INTERNET USE STUDENT AGREEMENT
When using the Internet at St Patrick’s Primary School I will:

- Only work on the web for the purpose specified by my teacher.
- Not give out personal information such as my surname, address, telephone number, parent’s work address/telephone number etc.
- Never send a person my picture without first checking with my teacher.
- Compose email messages using only language I understand is acceptable in my school.
- The use of unacceptable language or content will have consequences for the user.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten or annoy another person.
- Follow school guidelines & procedures when preparing materials for publication on the web.
- Not enter any chat room.

I understand that breaches of the rules will see me lose my Internet access rights for a period of time determined by the school.

Student Name: 

Student Signature:

Date:

PARENT CONSENT

I understand that internet access is designed for education purposes. I understand that St Patrick’s Primary School will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable materials. I grant permission for my child to use the Internet in a manner described by this policy.

Parent / Guardian Name: 

Parent / Guardian Signature:

Date:
Acceptable Use Policy

Internet Use Agreement

(Kindergarten & Year 1)

This agreement needs only to be signed once and will cover your child for Kindergarten and Year 1. Should you wish to withdraw consent, please contact the Principal in writing.
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Acceptable Use Policy (Kindergarten & Year 1)

INTERNET STUDENT USE AGREEMENT

- I agree to allow my child to access the Internet as specified within the policy.
- I understand that my child may receive internal incoming e-mail correspondence and I understand that the filtering process in regard to e-mails within the school.
- I expect that adequate supervision will be available when my child is using the Internet.
- I have explained to my child that he/she should turn off the monitor and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.
- My child is aware that he/she should never give out personal information, including their phone number, last name or home address etc. when using the Internet.

I give permission for ________________________________ to use the Internet at St Patrick’s Primary School.

Parent or Guardian Name: _______________________________________

Parent or Guardian Signature: _____________________________________

Date: ___________________