

# NORWOOD PRIMARY SCHOOL

## ICT Acceptable Use Agreement 2017

### PREFACE

At present, Norwood Primary School support learning and enhance teaching opportunity for students to access, Internet,, telecommunications and other challenges previous ways of accessing,



offers ICTs for all students as a means to practice. ICTs provide a valuable learning prepare, organise and present their work. The new emerging technologies shifts and transporting, and communicating information.

In a world where access to information is a fundamental right for all, online learning provides an excellent opportunity for students to engage in challenging research, the promotion of intellectual debate and rigour as well as opening up classroom learning to the global community. Making the Internet available to students carries with it the potential that some students might encounter information that they or others have identified as being inappropriate or potentially harmful. Students need to be aware of this potential, be skilled in handling such incidents by reporting such occurrences and, practising good research behaviours when using the Internet. As such, this Policy gives guidelines to students and the school community about acceptable student access and use of the Internet at Norwood Primary School.

**Information and Communication Technology (ICT) includes the use of computers, the school network, the internet, digital/video cameras, ipads, tablets and usbs.**

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

### General Use

1. When I am using ICTs I will use my time effectively and do the task I am meant to be doing.
  2. I will work co-operatively when I am using ICTs.
  3. I will take care of the school's ICTs.
  4. I will only use school software.
  5. I will start and shut-down the computers correctly.
  6. I will not use ICTs for anything which is against the law, or which would offend or inconvenience other people for example:
    - Printing more copies than I need or without permission
    - Downloading large files which slow down the network
    - Changing the setting on computers
    - Altering someone's work without permission
    - Making negative comments about others or their work
  7. I will log off the computer when I have finished my work.
  8. I will keep my password to myself and not seek the passwords of others.
  9. I will not change my password without my teacher's permission.
  10. I will only access web sites that are relevant to the information I need and use the SafeSearch engines
  11. 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.
  12. When I communicate electronically, I will comply with the school behaviour code.
  13. I will not give out any personal information about myself or others.
  14. If I receive any messages that I do not like I will tell a teacher immediately.
  15. I know that the school may check my computer files and may monitor the Internet sites I visit.
  16. I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on other electronic sources.
- **As a responsible ICTs user at Norwood Primary School I will follow the above rules.**
  - **If I break any of these rules, then I will be unable to use the ICTs at school. I will need to re-negotiate how I use the ICTs at school.**

**Student's signature:** ..... **Teacher's signature:** .....

### Parent/Caregiver Section:

I have read and agreed to the terms of the **ICT Acceptable Use Agreement 2017 at Norwood PS.**

Parent/Caregiver: .....