

# SEAFORD NORTH PRIMARY SCHOOL



## ACCEPTABLE USE POLICY 2020 Grades 1-6

Parents, please read the following Acceptable Use Policy (AUP), with your child. In accepting an account, your child accepts the responsibility of using the Seaford North's Information Technology Learning Network and the Internet in an appropriate manner. A licence will be issued when an account is opened. Passwords are to be kept confidential. A central list of passwords will be kept in the school office, accessible to only the Principal and ICT Coordinator. It is important that you understand your child's responsibilities as well. Your signature indicating that you have read, and agreed to, Seaford North's AUP is necessary before an account will be issued. The AUP will be explained in detail to each child before licences are issued.

### **The Network**

The computer network at Seaford North Primary School has been provided for us to use as a tool in the classroom program. We are able to use the computers to gather information from all around the world.

The computers will be used in the following ways:

- Research – to find information
- Collaboration – to share ideas and present work
- Learning – to access specific educational programs and skills

In order to achieve this in a manner that is appropriate for a primary school, the students and parents are asked to sign a Student Code of Conduct.

### **Work Habits**

- I agree to follow all teacher instructions when using the computers and electronic devices or using the internet
- I will not open or alter, in any way, work that is not my own
- I will only create folders, files or file names that contain language or images that are relevant to the class curriculum
- I will only submit my own work

### **Internet/email Code of Practice**

Seaford North Primary School is aware of its responsibility and duty of care to its students. Whilst all care is taken to ensure proper guidance for students using the Internet, it is still possible, while searching, students may accidentally access inappropriate material. Seaford North, through its internet service provider, will try to make sure that this does not happen by teaching the students effective use of this resource and by caching the popular sites. Students will also be supervised during this process and complete a search in advance.

# Student Agreement

## Care and Use of Equipment

- I will care for and look after the computers and their parts
- I will only use a computer with a teacher's permission
- I will not add software of any kind
- I will not load data contained on USB sticks or CDs without my teacher's permission
- I will save my files to my folder
- I will not interfere with plugs/cables
- I will not change any settings on a computer
- I will not touch other people's computers
- I will always obtain permission prior to printing
- I will not print unnecessarily or excessively
- I will print drafts in black and white only
- I will obtain permission before printing in colour
- I will take great care when using a range of learning technologies, including PCs, printers, scanners, headphones, iPads, digital still and videocameras, IWBs and USBs

It is important that every student understands the following:

- I will not seek to find out any other student's password
- I will not tell anyone my own password. It is my responsibility for this to remain confidential
- When using the internet, I will only search for information about my schoolwork, unless the teacher directs me elsewhere
- I will not publish on the internet without the express permission of the person who created the material
- I will not use the school's network to download images, videos or sound files, other than those used for my schoolwork without the express permission of my teacher

## Personal Safety

- I will tell the teacher or the person in charge, if I find or see any information that is inappropriate or makes me feel bad or uncomfortable
- I will not divulge my own or anyone else's name, address, phone number or any other contact details to any other third party
- I will not engage in chat rooms or meet anyone to whom I have communicated with 'online' unless directed by my teacher
- I will always log off correctly when I have finished my time on the internet

## Copyright

- Copying information directly into assignments or research is a breach of copyright
- Students are required to acknowledge their sources of information used in their research work. This extends to electronic information

## Breach of Agreement


At the start of each year, students will receive a licence. This license will allow students to have access to the technology within the school. This license is similar to that of a car driver's license. Students will start off with a number of demerit points and will be deducted of points due to

misuse of the equipment. If students have depleted their points, they will lose their license and not be permitted to use the technology for the remainder of the year.

There are many offences that incur demerit points.

These include:

- Changing settings *(1 demerit point)*
- Changing passcodes and passwords *(1 demerit point)*
- Not shutting down computers and laptops properly *(1 demerit point)*
- Not charging technology after use *(1 demerit point)*
- Not carrying equipment properly *(1 demerit point)*
- Being on different websites or apps to teacher instructions *(1 demerit point)*
- Using equipment without permission *(1 demerit point)*
- Removing keys off laptops *(2 demerit points)*
- Being on inappropriate websites or apps *(2 demerit points)*
- Accessing and editing other students work *(2 demerit points)*
- Taking photos of others without permission *(2 demerit points)*
- Mistreating the equipment in any way *(2 demerit points)*
- Cyberbullying *(3 demerit points)*

<b>STUDENT TECHNOLOGY LICENSE</b>											PHOTO
<b>Name: John Smith</b>											
<b>Grade: 3/4K</b>											
<b>Year: 2020</b>											
											
1	2	3	4	5	6	7	8	9	10		

# Student Esmart Agreement

Teachers should use this document to discuss and teach the safe and responsible online behaviours that the school expects of its students.

This should be sent home for parents to further discuss with their children and to promote and reinforce safe and responsible online behaviour at home.

## When I use digital technologies I:

### **Communicate respectfully by thinking and checking that what I write or post is polite and respectful.**

This means:

- never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- not using actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- not copying someone else's work or ideas from the internet and presenting them as my own. (I will include the link)

### **Protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.**

This means:

- protecting my friends' information in the same way
- protecting my password and not sharing it with others
- only joining a space online with my parent or teacher's guidance and permission
- never answering questions online that ask for my personal information

### **Look after myself and others by thinking about what I share online.**

This means:

- never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if I see something that makes me feel upset or if I need help
- speaking to a trusted adult if someone is unkind to me
- speaking to a trusted adult if I know someone else is upset or scared
- stopping to think about what I post or share online
- using spaces or sites that are right for my age
- not deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- being careful with the equipment I use

# STUDENT INTERNET USE 2020

## PARENT/GUARDIAN AGREEMENT

The school reserves the right to view any material on user accounts or fileserver space in order to determine the appropriateness of specific uses of the network. System files, system configurations, folders, desktops and other technical data must not be altered.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I have discussed the Student Agreement with my child and we are both clear on the code of conduct outlined in the Student Agreement above.

I agree that I will meet any repair costs incurred by the school, due to any inappropriate use by my child.

**Please tick the following boxes indicating your consent.**

I do consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I do consent to my child having their picture published on the school's website.

**I have discussed the above agreement with my parent/guardian and agree to follow the rules outlined in the Student Agreement above. I realise that any breaches of these rules will result in the loss of the privilege of using computers or any technical equipment at Seaford North Primary School. I acknowledge that Seaford North staff will endeavour to supervise all users of Learning Technologies, but they cannot be held responsible for use/access which contravenes the Acceptable Use Policy.**

Student Name \_\_\_\_\_ *(Please print)*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ *(Please print)*

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Please return the signed Parent/Guardian Agreement as soon as possible.