



# Tuart Hill Primary School

## Information Communication Technology (ICT)

### Parent and Student Acceptable Use Agreement Year K – 2

The provision of ICT services at Tuart Hill Primary School expands the range of teaching and learning opportunities available to staff and students. Access to these services will enable improvement in learning outcomes and effective integration across the West Australian Curriculum. In educating students for a rapidly changing world it is important for them to learn how to use technology constructively and effectively. The agreement below will enable students and their parents to understand the guidelines for the acceptable use of ICT services.

#### **Student Guidelines for Acceptable Use Of ICT Services and Devices**

Students attending Tuart Hill Primary School have access to computers that allow them to make use of the Internet and email services. This access enables students to search and communicate with the world. Being a user of the computers at school is a privilege and students have responsibilities to use these facilities appropriately and to only search for and distribute information that is necessary to achieve a goal set at school. In order to have access to the school's ICT resources, parents / guardians must agree to abide by the Tuart Hill Primary School ICT Acceptable Use Agreement online rules on behalf of their child.

#### **K- 2 students will abide by the following guidelines when using ICT services and devices.**

<b>Responsible Use</b>	Students will take care when using the computer equipment and will not change the computer settings. Students will use the Internet and email at Tuart Hill Primary School in a responsible manner only for purposes stated by their teacher. Supervision will occur when students are using the Internet.
<b>Unsuitable Location</b>	Students will not access inappropriate images, content or websites. Students will use Google safe search procedures when accessing the internet at THPS with assistance from the teacher as required. Students will be advised that if they find unsuitable locations on the internet to immediately click on the home or back button or minimise the screen and inform their teacher.
<b>Personal Information</b>	Students will not give out their password, or personal information such as surname, address and phone number or that of their parents/ guardians or other students on the internet. Students will not use anyone else's password.
<b>Pictures</b>	Students will not publish a picture or send a picture or video of themselves or other people's images without first checking with their teacher.
<b>Permission to Publish</b>	Students will always ask for the teacher's permission before publishing web pages.

## Consequences for 'Minor' Breaches of the Acceptable Use Agreement

**Minor incidents** include things such as:

- Not following staff instructions.
- Students not taking care to leave the lab or class computer area tidy.

Breaches of minor incidents will be recorded and managed in accordance with the Tuart Hill Primary School Managing Student Behaviour Policy.

Consequences will be at the discretion of the teacher/s and may include:

- Revoking students 'Computer Usage Rights' (the time will depend on the severity of the minor breach and how often it occurs).

## Consequences for 'Major' Breaches of the Acceptable Use Agreement

**Major incidents** include things such as:

- Malicious use of the computers i.e. threatening emails, inappropriate language through emails or the Internet, deliberately tampering with another person's folder, documents or email etc.
- Deliberately accessing or downloading inappropriate material on the Internet.
- Deliberately forwarding inappropriate material.
- Deliberately causing harm to the School Network and computers either physically or through knowingly passing on any viruses.
- Stealing any school computer or software equipment.
- Using another person's identity when using ICT services and other devices.

Breaches of major incidents will be recorded and managed in accordance with the Tuart Hill Primary School Managing Student Behaviour Policy.

The consequences will be:

- The incident will be reported to the Principal immediately.
- The students 'Computer Usage Rights' will be revoked immediately.
- Parents/ carers will be informed of the breach and the consequences that have been issued.
- The Principal and Teacher concerned will then decide an appropriate duration for the student concerned to be without their 'Computer Usage Rights'.
- Severe breaches of the 'Acceptable Use Agreement' may warrant and result in suspension.

## Use of Student Personal Devices

Devices not purchased by the school and/or maintained by the school eg personal computer, smart phone, wireless PDA etc are not supported by staff, unless there are exceptional circumstances and approved by the Principal.

Devices brought to school will be handed in at the office at the start of the day and will be collected at the end of the day.



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#### **The Agreement**

I have read, understood and agree to abide by the guidelines for using the Tuart Hill Primary School Information Communication and Technology facilities.

**Students Name:** \_\_\_\_\_ **Year Level:** \_\_\_\_\_ **Room Number:** \_\_\_\_\_

**Parent Signature:** I agree to allow my child permission to access the internet in accordance with Tuart Hill Primary School ICT Acceptable Use Agreement.

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**When completing this agreement during the school enrolment process please hand the signed agreement back to the office staff.**