



5.16. Communication and Information Technology Safety

Rationale

To promote and ensure the welfare and safety of our students when using communication and information technologies (technology)

Purpose

To provide safe access to technology for students and staff

- so they can be effective users of technology for educational purposes
- extend their knowledge and awareness of the internet's capabilities in a safe and responsible manner
- so they become motivated, responsible and independent users of technology.
- Ensuring all members of the school community understand the school's guidelines and commit to it by signing the appropriate user agreement

The Parnell District School Network

- The school network shall be overseen by the teacher with responsibility for ICT and the principal
- The school has installed on the server appropriate firewall software to prevent inappropriate sites appearing.

Staff Use of the Internet

This is covered by the **School Lap-top Responsible Use Policy** and **Lap-top agreement**

- Staff are expected to give guidance to students on the internet
- Staff must sign a copy of the school internet policy which will be filed in the office. They will also need to sign the laptop agreement when a laptop is provided.
- Staff will have individual log-ins and email accounts, however their use of the school network is not private.

Student Use of the Internet

- All students must sign the **Communication and Information Technology Agreement** and have the signed permission of a parent before using these technologies. These documents are collated by the class teacher and held in the school office.
- A student can only access the internet using a school computer once a teacher's permission has been gained.
- Year 5-8 have individual logins and email accounts
- Any other use of the internet other than that specified above, must have the express permission of the teacher in charge of ICT
- Inappropriate content is not to be accessed, and if discovered should be reported to a teacher immediately.
- Hand held devices such as cell phones should not be used during school hours.
- The student **will** take full responsibility for any cell phones or other technologies brought to school.

Approved _____ Date _____

Reviewed 17.10.2012

Gary Cain (Principal)



Communication and Information Technology and Internet Access Agreement

January 2013 (Years 4 - 8 children)

Pupils Name _____ Room _____ Year _____

Terms of Use

These terms must be read and discussed in both class and at home

1. The school network is available for developing information literacy skills and for research work related to the curriculum.
2. I will know which keywords/search words I will use before using a search engine in order to focus my research effectively.
3. I will use the internet/email responsibly to communicate (i.e. making good choices)
4. I will only use appropriate language on the school computer network. I will not scan or display graphics, record or play sounds that could cause offence to others
5. I will not use the network in any way that is disruptive to others
6. I will not intentionally seek information, obtain copies or change information belonging to other users of the network.
7. If I come across inappropriate/ dangerous material I will turn off the screen and immediately notify a teacher without showing it to any other student.
8. I will not share anybody's home address or phone numbers on the network.
9. I will keep my password private and not share my, or anybody else's password with other pupils in the school. I understand that my school email is not private and can be read by the principal and other staff of the school.
10. I understand that if I try to gain unauthorised access to system programmes or computer equipment my privileges of computer use will be withdrawn, and my parents contacted. If I become a security risk or have a series of problems with the network I will be denied access to the school computers for a specified time.
11. I will uphold the school values of respect, kindness, responsibility, honesty and integrity and only upload photos, and only to Knowledgenet, which are aligned with these values.
12. I will not down load files onto any disc or personal network without specific teacher approval or install programmes/ systems without written permission from the ICT teacher.
13. I will not waste computer resources (e.g. unnecessary printing)
14. I understand that any vandalism of school computing equipment will result in the cancellation of privileges and disciplinary action.
15. I will only access the internet with the permission of a teacher
16. I will not use any personal hand held technologies such as a cell phone during school hours without permission from a teacher.

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Please return this section to your classroom teacher.

Name _____ Room _____

I have read the school and understood the school's policy and agree to the terms and conditions of the Communication and Information Technology Agreement

Signed _____ Date _____
(Student)

I have read and discussed the school's Communication and Information policy (see reverse side), and access agreement with my child and take full responsibility for their actions in this regard.

_____ (Parent/Guardian) _____ Date

PARNELL DISTRICT SCHOOL

Agreement

January 2013 (Year 1-3 children)



Pupil Name _____ Room _____

I understand that

- 1. Computers are for schoolwork**
- 2. I will report to my teacher immediately, anything on the computer which I don't like and makes me feel uncomfortable.**
- 3. I will not have food and drink near computers**
- 4. I will ask my teacher for permission to save and/or print my work.**
- 5. I will always ask the teacher when I want to go on the internet.**

Signed: _____

Parents

Before signing this document please read the school policy on the reverse side

I have read and discussed the school's Communication and Information agreement with my child and take full responsibility for their actions in this regard.

_____ (Parent/Guardian) _____ Date

Lap-top Agreement



This agreement is between Parnell District School

and _____ (teacher's name)

Brand _____ Laptop serial number _____

The following are the conditions under which you accept the provision of a laptop for your use from the school. This agreement starts upon the receipt of the laptop from the school. The school reserves the right to transfer the laptop to another eligible teacher if you do not, or are unable to, for any reason, fulfil the requirements of this Agreement.

Under this Agreement the School will:

1. Provide a leased laptop computer for your sole use while you are a permanent full time or part time teacher at this school. The lap top is for work use. You are encouraged to use it outside of work hours, however it is for your sole use only, and not for use by students, family members or any other person.
2. Set up the laptop to enable you to connect to and make effective use of the school network, and provide a secure location for the safe storage of your laptop during the school day.
3. Plan and manage the integration of laptops into the school environment and provide professional development required to enable you to use the laptop effectively in your professional practice.
4. Make regular payments to the leasing company for the lease of the laptop
5. When required expect you to pay an excess for accidental damage or loss, or repair/replacement costs where the loss or damage is a result of your own negligence.
6. Have an expectation that you will abide by the School's responsible computer use policy.

Under this Agreement you will:

1. Use the laptop for the purposes provided and abide by the school's responsible computer use policy.
2. Provide suitable care and security of the laptop computer at all times and immediately report any damage or loss of the laptop to the school. The leasing company has on going ownership rights to the laptop. The school prefers your laptop to travel in a locked car boot rather than in the body of a (parked)car where it might be seen
3. Be prepared to cover the excess or the cost of repair or replacement of the laptop when the damage or loss has been the result of your own negligence.
4. Make a commitment to achieving the ICT goals of the school and take part in ICT development activities provided for you by the school.
5. Make necessary arrangements for the return of the laptop to the School when you resign or leave the school or when you will be away for an extended period.
6. In accordance with school policies, be held responsible for any involvement by yourself or any other user of your laptop in activities associated with accessing inappropriate or illegal materials.

Laptop Agreement Acceptance of Conditions

Name: _____

accepts the conditions, as outlined in the Laptop Agreement, for provision of a laptop
by Parnell District School

Laptop Serial Number: _____

SIGNED (TEACHER)

SIGNED (PRINCIPAL)

DATED _____ 201__
(date)