PORT LINCOLN PRIMARY SCHOOL

Port Lincoln Primary School support the belief that through Information and Communication Technologies we equip children to participate in a rapidly changing world where work and leisure are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing skills necessary for children to create and use information in a discriminating, effective and creative way. PLPS supports and develops the concept of Digital Citizenship in an Online World. All students will use ICT as a routine part of classroom activities across the curriculum.

INFORMATION AND COMMUNICATION TECHNOLOGY
ACCEPTABLE USE GUIDELINES

Port Lincoln Primary School (PLPS) is providing students access to the school's electronic network. This network includes DECD Internet access, email, computer services, digital conferencing, computer equipment, mobile devices and related equipment/software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectations of students' acceptable use of the PLPS electronic network.

Instructions for parents*/caregivers/legal guardians

1. Please read carefully. If there are any points you would like to discuss with the school, let the school know as soon as possible.
2. Discuss the ICT rules with your child.
3. Sign form and return that page to the school office.
4. Please keep the guidelines for future reference.

 * The term 'parent' used throughout this document also refers to legal guardians and caregivers.
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INTRODUCTION

 PLPS recognizes the need for students to be safe and responsible users of digital technologies – digital citizenship. **PLPS aims to create and maintain a digitally literate and safe online culture which is inline with the values of the school.**

All staff at PLPS model and promote cybersafety through their teaching practice and provide endless opportunities to educate students on their rights and responsibilities of being a digital citizen. We believe it is essential to educate students about safe and responsible online behaviours which is best taught in partnership with parents. **Therefore we provide up to date information to families so that parents can maintain their children's safety at home.**

The overall goal of the school is to create and maintain a cybersafety culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cybersafety breaches which undermine the safety of the school environment.

The school may monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

RULES TO HELP KEEP PORT LINCOLN PRIMARY SCHOOL STUDENTS CYBERSAFE

As a safe and responsible user of ICT I will keep myself and other people safe by following these agreements and rules:

1. Having discussed the rules with my parents I agree to safely use all ICT (equipment, network etc.) at PLPS. The completed form has been signed (see last page) and returned to school.

2. I agree to ask the teacher first if I am unsure whether I am allowed to do something involving ICT.

3. I agree to only log on with my user name. I will not allow anyone to use my user name.

4. I will not share my password with anyone.

5. I understand that I can only go online or access the Internet at school when a teacher gives permission and an adult is present.

6. I understand that I must not, at any time, use the Internet, email, mobile phones or any digital device to be mean, rude, offensive, or to bully, harass, even if it is meant as a 'joke'….This is hurtful and not funny!

7. While at school, I will not:

   - Attempt to search for things online I know are not acceptable at our school. This could include anything that is rude or violent or uses unacceptable language such as swearing.
   - Make any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.

8. Students will talk to their teacher or another adult if:
   - They need help online.
   - They are not sure what they should be doing on the internet.
   - They come across sites which are not suitable for our school.
   - Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private.
   - They feel that the welfare of other students at the school is being threatened.

9. I understand that I must not download or copy any files such as music, videos, games or programmes without the permission of a teacher. This is to ensure we are following copyright laws.

10. I will not connect any device (such as a USB drive, camera or phone) to school ICT or run any software, without a teacher's permission. This includes all wireless technologies.

11. I understand that the school's cyber safety rules apply to any digital device (eg mobile phones, iPads, iPods etc) brought to school.

12. I agree to ask my teacher's permission before giving out any personal information online. I will also get permission from any other person involved.

    Personal Information includes:

    - **Name**
    - **Address**
    - **Email address**
    - **Phone numbers**
    - **Photos**
    - **Passwords**

13. I will respect all school lCT and I will treat all digital devices with care. This includes:

    - Telling a teacher about anything wrong or damaged.
    - Not being silly and playing around with it.
    - Following all school cybersafety rules, and not joining in if other students choose to be irresponsible with ICT.
    - Reporting any breakages/damage to a staff member.

14. I understand that if I break these agreements & understandings, the school will inform my parents. In serious cases the school may take disciplinary action against me. I also understand that my family may be charged for repair costs as a result of any damage I cause.

PORT LINCOLN PRIMARY ICT USE AGREEMENT FORM

Student section

Student name:_____

Class: _____   Date: _____

I have read the Port Lincoln Primary school ICT Acceptable Use Guidelines document.

I agree to follow the rules contained in the guidelines.

I will complete an online cybersafety quiz in week 1 of Term 1.

I understand that failure to follow this ICT Acceptable Use Guidelines – WILL result in me forfeiting my privilege to be part of the Port Lincoln Primary School Electronic Network.

Student Signature: _____   Date: _____

Parent / Guardian section

I have read the Port Lincoln Primary School ICT Acceptable Use Guidelines.

I have discussed the Port Lincoln Primary school ICT Acceptable Use Guidelines with my students.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment/software for educational purposes.

I will keep the document for future reference.

I understand that failure to follow this ICT Acceptable Use Guidelines – WILL result in my child forfeiting their privilege to be part of the Port Lincoln Primary School Electronic Network.

Parent / Caregiver name:_____

Parent / Caregiver Signature: _____   Date: _____

Please note: This agreement for your child will remain in force as long as he/she is enrolled at this school. If it becomes necessary to add/amend any information or rule, parents will be advised in writing.