



ST MARY'S CATHOLIC PRIMARY, ASCOT VALE ACCEPTABLE USE POLICY FOR COMPUTERS

Parent Copy

July 2016

St Mary's School has a strong commitment to child safety as is reflected in our Vision Statement: *"Each child has the right to feel happy, safe and valued"*. We continually strive to ensure that every child is safe from harm including all forms of abuse. We exercise zero tolerance to abuse.

1) Introduction

St Mary's provides a positive environment where all students are given opportunities to achieve their full potential in all areas of educational endeavour. In accordance with this the school has established a computer network and is pleased to offer Internet access for student and staff use. The Internet is a vast network that links computers throughout the world. Through the use of the Internet we can communicate with people from all over the world via electronic mail and can access vast amounts of information that has educational value. At St Mary's we have Internet connections in the classrooms, Library, offices and staff resource room.

2) Code of Conduct Agreement

Under the supervision of teachers, students are responsible for appropriate behaviour on the school's computer network, just as they are in a classroom or on the school playground. Students and their parents are asked to sign an agreement on computer usage prior to the student being allowed to access the Internet at school. This agreement aims to ensure that parents and students are aware of their responsibilities with regard to appropriate use of computers and understand the consequences of breaking these rules.

3) The Internet & Intranet

Internet Access

The students at St Mary's have restricted access to the Internet. There are various levels of access to the internet at St Mary's. Children in years Foundation to 6 have filtered Internet access. Access to Internet resources by students will be supervised by teachers and will be used for educational purposes only. Students are advised never to access, keep or send anything that they would not want their parents or teachers to see. * For clarification of Internet access at St Mary's, please contact the school's ICT Coordinator.

Monitoring and Security

St Mary's reserves the right to review any material created and/or stored on the network to ensure that the system is being used appropriately. Users should expect that e-mails and other materials will be reviewed. Users are not to attempt to gain unauthorised access to the system. System files, configurations, folders and other technical data must not be altered.

Publishing on the Intranet and Internet

Students' images and their work may be published on the St Mary's School Intranet, <http://www.smascotvale.catholic.edu.au/mydesktop> (password protected website) for educational purposes. Students' work may be published on the Internet using first names only to identify the author. Any work published will adhere to copyright regulations.

Student's photos may appear in the school newsletter without any name used to identify them. There is a link to the newsletter on the St Mary's website.

Student's photos or video footage may be used on the St Mary's web page without any name used to identify them. <http://www.smascotvale.catholic.edu.au> (not password protected)

Encountering Controversial Material

Whilst there is a high level of security on our network, on occasions, students may encounter material that is controversial and which users, parents, teachers or administrators may consider inappropriate or offensive. It is the students' responsibility not to initiate access to such material. If a student encounters such material he/she must turn the monitor off and report it to a teacher immediately. It must not be printed, copied, stored or viewed by others.

Please retain this for your records

ST MARY'S STUDENT COMPUTER USE CODE OF CONDUCT AGREEMENT LEVEL FOUNDATION – LEVEL 2



The computer network at St Mary's Primary School has been provided for use as an educational tool in our school. We are able to use computers to get information from around the world to help us learn.

Care & Usage of Equipment:

- I will look after the computers and all of their parts.
- I will always keep food and drink away from the computers.
- I will only use the computer when a teacher is present.
- I will always turn on and shut down the computer correctly.

Work Habits:

- I agree to follow all teacher instructions when using the computer.
- I will always respect other children's computer work.
- I will ask for help when something goes wrong on the computer.

Personal safety:

- I will only use my first name when communicating with other people.
- **I will not give out my address or phone number or anyone else's personal details.**
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable.

I have discussed this with my parents and agree to follow all of these rules. I realize that if I break these rules, I will not be allowed to use the computers for a negotiated period of time.

Parent/Guardian Agreement

I have read and discussed the "Student Computer Use Code of Conduct Level Foundation - Two" with my child _____

We agree that he/she must follow all of the rules and guidelines in this agreement to have access to the computers. If he/she does not follow these rules, we agree that his/her access to the computers will be denied for a period of time that will be negotiated.

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

I understand that my child's work may appear on our school website identified only by my child's first name.

I give permission for my child's image to be displayed within the bounds of the school, church, newsletter and intranet.

(Please tick the two boxes above if your permission is given for each)

Parent / Guardian Signature: _____

Date: _____

ST MARY'S STUDENT COMPUTER USE CODE OF CONDUCT AGREEMENT YEAR 3 – 6



The computer network at St Mary's School has been provided for us to use as an educational tool in our school. We will be able to use the computers (including the Internet) to get information from around the world to help us learn.

Care & Usage of Equipment:

- I will care and look after the computers and all of their parts.
- I will always keep food and drink away from the computers.
- I will only use the computer when a teacher is present.
- I will not download or put any of my own software on the school computers.
- I will not create folders, files and file names that contain language or images that are inappropriate.
- I will always log off the computer correctly.
- I will not change any settings on the computers.
- I will not plug or unplug any equipment (including microphones, headphones, mouse, etc) on the computer.

Work Habits:

- I will work co-operatively on the computer in a mature, responsible and courteous manner.
- I will follow all teacher instructions when using the computer.
- When using the World Wide Web (WWW), I will only search for information about my work.
- I will only access my own e-mails and files.
- I will make sure that every e-mail I send shows the politeness and respect that is expected of all members at St Mary's School.
- I will not copy other people's work and call it my own (including information I find on the Internet or other computer programs).
- I will not alter anyone else's work without their permission.
- I will only access or delete my own files from the computer.
- I will immediately seek assistance when something goes wrong on the computer.

Personal safety:

- I will only use my first name when communicating with other people.
- I will not give out my own or anyone else's surname, age, photo, address, phone number or computer passwords.
- If I come across any information that makes me feel bad, upset or uncomfortable I will immediately turn off the monitor and tell my teacher.
- I understand that my image may appear, unnamed, on the Internet.
- I will not meet anyone I have met on-line (e-mail) without my parents' permission.

I have read and discussed the "Student Computer Use Code of Conduct Year 3-6" with my parents and teachers and agree to follow all of the rules and guidelines in this agreement. I realise that if I do not follow these rules, my access to the computers will be denied for a period of time to be negotiated.

Student's Name: _____

Student's signature: _____ Date: _____

Parent / Guardian Agreement

I have read and discussed the "Student Computer Use Code of Conduct Year 3-6" with my child _____. We agree that he/she must follow all of the rules and guidelines in this agreement to have access to the computers. If he/she does not follow these rules, we agree that his/her access to the computers will be denied for a period of time that will be negotiated.

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

- I understand that my child's work may appear on our school website identified only by my child's first name.
- I give permission for my child's image to be displayed within the bounds of the school, church, newsletter and intranet.

(Please tick the two boxes above if your permission for each is given)

Parent / Guardian Signature: _____ Date: _____