



Guidelines and Conditions for Appropriate Use of Information and Communication Technology Facilities

Greythorn Primary School believes it is important for our students to learn how to use technology constructively and responsibly as we develop their skills for a rapidly changing world.

The Greythorn Primary School network is provided for staff and students to promote educational excellence by facilitating resource sharing, innovation and communication. All students, under teacher supervision, have access to the network and Internet. This use must be regarded as a privilege which may be withdrawn for misconduct of such resources.

Hardware and operating systems

Computer facilities are expensive, sensitive and need to be treated carefully.

Students are expected to:

- Treat all equipment with care and respect.
- Not eat or drink while using computer hardware.
- Not interfere with networking equipment.
- Not change any computer settings (including screen savers, wallpapers, desktops, menus, etc) without permission.
- Not delete, add or alter programs or files.

Internet

Internet use at Greythorn Primary School is for educational purposes and is conducted in a responsible manner. Electronic mail is a valuable tool for personal and official communication. Students and staff are encouraged to use the Internet and take advantage of its special features. Although access is routed through a government approved filtering device, it is the responsibility of individuals to ensure their behaviour does not contravene school rules.

Student responsibilities:

- Access the Internet with permission and under adequate teacher supervision.
- Revealing personal information including names, addresses and telephone numbers is not permitted.
- Always use language that is appropriate and respectful.
- Acknowledge appropriately downloaded material used in preparing work.

These guidelines and conditions are displayed near all computers. Parents are asked to discuss this information with their children, sign the attached document and return it to school. Copies are available from the office or on the school website.



Student section

**Guidelines and Conditions for Appropriate Use of
Information and Communication Technology Facilities**

I have read and understand the Guidelines and Conditions for Appropriate Use of Information and Communication Technology Facilities at Greythorn Primary School and agree to follow these guidelines and conditions.

Student name _____

Student signature _____

Year level _____ Date ____ / ____ / _____

Parent/Guardian Section

Photos and Publications

Please circle "do" or "do not" below:

I **do / do not** consent to my child having their *first name* published on the school's website and in newspapers.

I **do / do not** consent to my child having their *picture* published on the school's website and in newspapers.

I **do / do not** consent to my child's *work* being published on the school's website and in newspapers.

I **do / do not** consent to my child *corresponding* with others, using email, secure chat sites and video conferencing through the school's Internet access.

I have read and discussed the Guidelines and Conditions for Appropriate Use of Information and Communication Technology Facilities at Greythorn Primary School. I agree that my child will endeavour to observe and follow these guidelines and conditions.

Parent/Guardian name _____

Parent/Guardian signature _____

Date ____ / ____ / _____