Acceptable Use Agreement for
ICT (Information and Communication Technology)

ICT and the Internet are used to support and enhance teaching and learning programs. All computers and other technology such as digital cameras, video cameras, scanners, headphones, IWB’s (Interactive White Boards) and data projectors are to be used in a responsible, efficient, ethical and legal manner. Unacceptable use of ICT will result in a loss of access to the technology.

It is acceptable:

- To use the Internet for research, information and online learning that relates to education at school, and to communicate with peers, teachers and other persons who are involved in education.
- For years 1-7 students to manage their own network work folder on the curriculum drive and a school e-mail account.

It is expected that all students will:

- Use their own username and password to access the network and the Internet.
- Use the Internet with an adult’s knowledge and consent for educational purposes.
- Alert/inform teachers if inappropriate sites are accessed.
- Use appropriate language and be polite on the Internet, in e-mails and other computer programs.
- Access and use their own files only, and not change any files which do not belong to them.
- Maintain privacy and safety when on the Internet and not give out any personal details of themselves or others.
- Report to an adult any illegal or irresponsible activities.

It is Unacceptable to:

- Log on with someone else’s name and password.
- Reveal their password to anyone not authorised to receive it, or to ask someone else for their password.
- Misuse or abuse technology.
- Download any material from the Internet for non-school related purposes or personal use; especially video clips, mp files (eg mp3’s, and mp4’s) live music etc....
- Install any files without previous permission from a teacher.
- Breech any laws such as copyright (including software) or undertake any unlawful activity as defined in Commonwealth or State laws.
- Transmit or deliberately access and/or receive any material that may be considered inappropriate in that it may be of threatening, sexually explicit, harassing, offensive or discriminatory or harmful in a physical or emotional way to others.
- Place personal details or photos on the Internet or the details or photo of anyone else without their permission.
- Use Internet Chat sessions, news groups or any other interactive facility without teacher permission.

**Liability**

Munno Para Primary School does not accept any liability that may result from any students’ unacceptable or unethical use of the computer network.

**Consequences**

Students who do not use ICT in accordance with the *Acceptable use Agreement* will have access to ICT withdrawn. Any serious matters involving breaking of the law will be dealt with in accordance with DECS policy. Any deliberate damage to equipment will result in a report being made for deliberate and malicious damage with consequences and follow up in regards to replacement costs to families/carers.

This policy has been endorsed by Staff and Governing Council November 2014.