

Our Lady of the Way Primary School, Emu Plains



Acceptable Use of Information Technologies



Primary Student Policy & Agreement

Introduction for Parents

The purpose of Information and Communication Technologies (ICTs) at *Our Lady of the Way School* is to:

- enhance student learning opportunities
- promote student achievement
- support student – school communication

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

Both students and parents/guardians must read this policy and sign the attached agreement. The agreement should then be returned to your child's class teacher.

Definitions

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems, iPads, iPods and related applications such as email and internet
- discussion forums, blogs, chat rooms, Facebook, twitter, podcasts and instant messaging systems
- video or still cameras and audio recording devices
- mobile phones

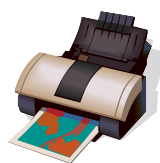
1. Policy for Students

At *Our Lady of the Way School* I have computers and other ICT tools to help me learn.

These may include:



Computers



Printers



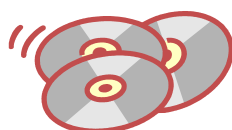
iPads



IWB



Videos & Cameras



CDs/DVDs



Email



Internet






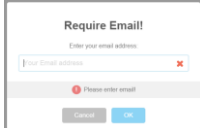
iPods

2. Acceptable uses

When I use these tools, I should:




Respect resources

The student should

<p>Use the computer & ICT equipment for my learning</p> 	<p>Use the files, programs, internet resources and email as shown by my teacher</p> 
<p>Look after all computers & ICT equipment</p> 	<p>Ask permission from the teacher before following online prompts.</p> 







Respect others

The student should

<p>Share the computers and take my turn</p> 	<p>Write the author's name when I take information and pictures from the internet</p> 
<p>Observe Netiquette Guidelines</p> <ul style="list-style-type: none"> • Behave online as I am expected to behave in real life • Respect the rights, beliefs and viewpoints of others • Make sure that email and online messages are written carefully and politely • Use appropriate language and keep messages short and precise • Be careful about making jokes. Jokes can be misunderstood and hurt people's feelings • Do not type in all capitals. It is like shouting online. Shouting at someone is impolite • Anything I post online or in an email should be checked by a teacher before it is sent 	






Keep yourself safe online

The student should

<p>Keep my passwords and personal work safe</p> 	<p>Tell my teacher if I see/hear something that makes me feel unsafe</p> 
<p>Use the internet and email only under teacher supervision</p> 	<p>Always get the teacher's permission before publishing my personal information or photos on the internet or in an email</p> 
<p>Use only school provided email accounts when communicating online.</p> 	<p>Never meet with someone you have met online without your parent's/guardian's approval and participation.</p> 

3. Unacceptable uses

I should NOT:

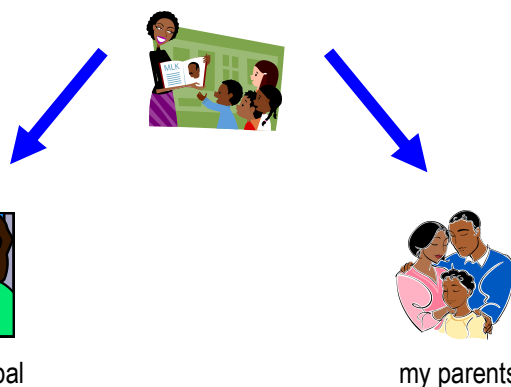
<p>Use other people's work, files or passwords or share my password with others.</p> 	<p>Download files or apps without teacher permission.</p> 
<p>Share my full name, address or post a photo of myself, download or share files with other internet users without the teacher's permission</p> 	<p>Use ICTs for any reason other than educational purposes including: face book, other social network sites or gaming</p> 
<ul style="list-style-type: none"> • Post or send inappropriate, hurtful or inaccurate comments about another person • Use disrespectful or inappropriate language • Harass another person. If someone tells me to stop sending them messages, I must stop • Re-post a private message without the permission of the person who sent the message • Take or send photos, sound or video recordings of people without their permission • Use material from the internet in a manner which breaks copyright laws • Use the ideas or writings of others and present them as if they were your own 	

4. Consequences

If I break these rules:

I will not be able to use the computer or ICT tools for a considerable period of time

My teacher will tell



5. Notifications

The student should

- Tell the teacher immediately about any messages you receive that are rude or that upset or worry you
- Close up the computer or turn off the monitor and tell the teacher immediately if you accidentally access something inappropriate. This will make sure that you are not blamed for deliberately breaking the School Acceptable Use Policy
- Tell the teacher if someone else is doing something which offends you or is not permitted

Activities that threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the police.

Please note it is illegal for any child under the age of 13 to use or create an account on the social networking site Facebook

Bring your own Device (BYOD) Years 3 – 6 only.

- *A reminder that bringing an electronic device to school is optional and that all students at OLOW will be provided with access to Information and Communication Technology regardless.*
- *If permission is granted the device needs to be clearly labelled (with your child's name).*
- **The decision to allow your son/daughter use of their device at school is yours alone.**
- *Children are asked to bring their device into their learning space each morning, placed in their tub and used when directed by the teacher(s)*
- *The device will not be used before school, during any breaks or after school including COSHC (Unless under the direct supervision of an OLOW teacher).*
- *The device is to be used in accordance with the OLOW Acceptable Use Policy.*
- *The school **does not** take responsibility for damage or loss of equipment.*
- *The device will return home each day.*
- *Please:*
 - *keep a record of the serial number of the device(s).*
 - *check your insurance policy as to whether the device is covered in case of accidental damage.*
 - *ensure the device is charged prior to the commencement of school each day.*
 - *ensure that any updates of Operating Systems or uploading of apps be completed at home.*

BYOD is for learning purposes only and that inappropriate applications/software and audio visuals should be removed from the device before it is brought to school. (Game apps do not need to be removed but are not to be accessed at school)

Mobile phones are not permitted in the learning space during the school day. They are to be taken to the office arrival and collected prior to leaving for home on departure.

The purpose of ICT at OLOW is to enhance student learning opportunities, promote student achievement and support student-school communication.

2018

Student Acceptable Use of ICT

Our Lady of the Way Student Letter of Agreement (This copy is for you) ***(Please complete and return the single sheet attached)***

I have read and understand the rules for using Information Communication Technology at *Our Lady of the Way School*.

Student

I have read and understand the rules and responsibilities of the school's Acceptable Use Policy. I also understand that, the principal and my parents/guardians will be notified immediately, if I do not keep these rules and act responsibly. I may also be unable to use the Internet and school computers for a considerable period of time.

Student Name: _____ Date: ___/___/2018

Signature: _____



Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the internet.

Parents Name: _____ Date: ___/___/2018

Signature: _____

BYOD - Permission to bring electronic device(s) to school: Parent/Guardian (Years 3 to 6 only)

I give permission for my son/daughter to bring his/her electronic device to school to be used in accordance with the Acceptable Use Policy. I understand and accept that the school does not take responsibility for damage or loss of equipment.

Device(s): _____

Serial Number(s) _____

Parent/Guardian Name: _____ Date: ___/___/2018

Signature: _____

(Students will not be permitted to use ICT at OLOW until this agreement has been signed and returned to school)

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