

# Miandetta Primary School

## ICT Acceptable Use Agreement



Information and Communication Technologies (ICTs) include the use of :computers, laptops, iPads, printers, the school network, the Internet, email, digital/video cameras, scanners, web cams and interactive white boards.

At Miandetta Primary School ICTs are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and for learning basic skills.

The rules we follow at Miandetta Primary School when using ICTs are:

### General Use

1. I will use my time effectively and do the task I am meant to be doing.
2. I will work co-operatively when I am using ICTs.
3. I will take care of the school's hardware and software.
4. I will only use school software.
5. I will start and shut-down all ICT devices correctly.
6. I will not use the school's equipment for anything which is against the law, or which would inconvenience other people; for example
  - Printing more copies than I need
  - Downloading large files which slow down the network
  - Changing the setting on computers.
7. I will log off the computer when I have finished my work.
8. I will keep my password/s to myself, and not seek the passwords of others.
9. I will only work on my own document and store it in my folder/file or on my own removable storage media; such as CDs, USB keys and thumb drives.
10. I am aware that viruses can be spread between ICT devices through email, by downloading files and by using removable storage media. I will check with my teacher before using a CD or USB key on a school device and before downloading files.

Internet use

11. I will only access web sites that are relevant to the information I need.
  12. If I see or hear anything on a web site that I am unhappy with, I will click the Home button and tell my teacher immediately.
  13. When I use email, forum boards or supervised chat rooms, the messages I send will be polite and sensible.
  14. I will not give out any personal information about myself or others unless I have permission from a teacher. This information includes my name, address, phone number, parent's names etc...
  15. If I receive any messages that I do not like, I will tell a teacher immediately.
  16. I know that the school may check my computer files and may monitor the Internet sites I visit and the emails I send.
  17. I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet and CD-ROMs.
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**Students in Grade 4 and above are required to sign this agreement.**

As a responsible ICT user at Miandetta Primary School, I will follow the above rules.

If I break any of these rules, then I will be unable to use the ICT equipment at school. I will need to re-negotiate how I use the ICTs at school.

Student's Signature: .....

Parent's Signature: .....

Teacher's Signature: .....

Dated: .....

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**Miandetta Primary School**

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