



Tuart Hill Primary School

Information Communication Technology (ICT)

Parent and Student Acceptable Use Agreement Year 3 – 6

The provision of ICT services at Tuart Hill Primary School expands the range of teaching and learning opportunities available to staff and students. Access to these services will enable improvement in learning outcomes and effective integration across the West Australian Curriculum. In educating students for a rapidly changing world it is important for them to learn how to use technology constructively and effectively. The agreement below will enable students and their parents to understand the guidelines for the acceptable use of ICT services.

Student Guidelines for Acceptable Use Of ICT Services and Devices

As a student attending Tuart Hill Primary School you have access to computers that allow you to make use of the Internet and email services. This access enables you to search and communicate with the world. Being a user of the computers at school is a privilege and you have responsibilities to use these facilities appropriately and to only search for and distribute information that is necessary to achieve a goal set at school. In order to have access to the school's ICT resources, parents / guardians and students must agree to abide by the Tuart Hill Primary School ICT Acceptable Use Agreement.

Year 3- 6 students will abide by the following guidelines when using ICT services and devices.

Responsible Use	I will take care when using the computer equipment and will not change the computer settings. I agree to use the Internet and email at Tuart Hill Primary School in a responsible manner for purposes stated by my teacher. I can expect that supervision will occur when I am using the Internet.
Unsuitable Location	I will not access inappropriate images, content or websites. I will use Google safe search procedures when accessing the internet at THPS. If I find myself in unsuitable locations I will immediately click on the home or back button or minimise the screen and inform my teacher.
Uncomfortable Email	If I receive email that makes me feel uncomfortable I will immediately inform my teacher.
Personal Information	I will not give out personal information such as my password, or personal information such as surname, address and phone number or that of my parents/ guardians or other students on the internet. I will not use anyone else's password.
Pictures	I will not publish a picture or send a picture or video of myself or others without first checking with my teacher.
Permission to Publish	I will always have my teacher's permission before publishing web pages.
Language	When publishing web pages and composing email message I will only use language I understand is acceptable in my school.
Copyright	I will not publish to the Internet using material from other web sites unless I have permission from the person who created the material. I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher.

Consequences for 'Minor' Breaches of the Acceptable Use Agreement

Minor incidents include things such as:

- Not following staff instructions.
- Students not taking care to leave the lab or class computer area tidy.

Breaches of minor incidents will be recorded and managed in accordance with the Tuart Hill Primary School Managing Student Behaviour Policy.

Consequences will be at the discretion of the teacher/s and may include:

- Revoking students 'Computer Usage Rights' (the time will depend on the severity of the minor breach and how often it occurs).

Consequences for 'Major' Breaches of the Acceptable Use Agreement

Major incidents include things such as:

- Malicious use of the computers i.e. threatening emails, inappropriate language through emails or the Internet, deliberately tampering with another person's folder, documents or email etc.
- Deliberately accessing or downloading inappropriate material on the Internet.
- Deliberately forwarding inappropriate material.
- Deliberately causing harm to the School Network and computers either physically or through knowingly passing on any viruses.
- Stealing any school computer or software equipment.
- Using another person's identity when using ICT services and other devices.

Breaches of major incidents will be recorded and managed in accordance with the Tuart Hill Primary School Managing Student Behaviour Policy.

The consequences will be:

- The incident will be reported to the Principal immediately.
- The students 'Computer Usage Rights' will be revoked immediately.
- Parents/ carers will be informed of the breach and the consequences that have been issued.
- The Principal and Teacher concerned will then decide an appropriate duration for the student concerned to be without their 'Computer Usage Rights'.
- Severe breaches of the 'Acceptable Use Agreement' may warrant and result in suspension.

Use of Student Personal Devices

Devices not purchased by the school and/or maintained by the school eg personal computer, smart phone, wireless PDA etc are not supported by staff, unless there are exceptional circumstances and approved by the Principal.

Devices brought to school will be handed in at the office at the start of the day and will be collected at the end of the day.



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The Agreement.

By signing this agreement and using the equipment and resources of Tuart Hill Primary School, the student understands and accepts to follow the guidelines listed above.

We request that parents also sign the agreement once they have read and discussed it with their child.

I have read, understood and agree to abide by the guidelines for using the Tuart Hill Primary School Information Communication and Technology facilities. I understand that by following the guidelines I will continue to enjoy access to these facilities. I also understand that failing to follow the THPS ICT Acceptable Use Agreement Guidelines is a breach of school discipline and that consequences shall be dealt with accordingly.

Student: Print your full name here: _____

Year Level: _____ **Room Number:** _____

Student Signature: I have read and understood the Tuart Hill Primary School ICT Acceptable Use Agreement and agree to abide by the guidelines at all times.

Sign: _____ Date: _____

Parent Signature: I agree to allow my child permission to access the internet in accordance with Tuart Hill Primary School ICT Acceptable Use Agreement.

Sign: _____ Date: _____

PLEASE HAND THE SIGNED AGREEMENT TO THE CLASSROOM TEACHER.

***If completing this agreement during the school enrolment process please hand the signed agreement to office staff.**