



**Topic:** ACCEPTABLE USE OF COMPUTER FACILITIES AND EXTERNAL NETWORKS

**Policy No:** B8.1

**Policy Area:** EDUCATION

**Originally Released:** 2009

**Date for Review and Reformatting:** 2014

**Date for Review:** 2016

**Principal:** MRS KERRIE MERRITT

## 1. RATIONALE

Email and the Internet give people a way of communicating with our friends or other people all over the world. We can send messages through email. We can also find out about many things by searching the Internet for information. Using the Internet in a sensible way can help us to learn many skills and find out interesting things about the world.

When we use the Internet we must always use it in a way that does not hurt ourselves or other people. We must remember that we are part of a Catholic school and that Jesus wants us to follow him by always trying to do our best.

When we communicate on the Internet we must always be honest and treat other people kindly. We must follow the school rules about the Internet and email so that we are safe and happy and so that we can learn new things in an exciting way.

## 2. DEFINITION

Digital Technologies and in particular the Internet and email, are valuable tools in the Catholic school's goal to educate the whole person. The Internet offers great educational opportunities when we use it responsibly. Using email and the Internet, we can communicate with people all over the world and research interesting topics. Our communications must always be truthful and respectful of other people.

Digital Technologies means all computer hardware (including mobile devices), software, systems and technologies (including the Internet and email) and telecommunications devices in facilities that may be used or connected to the school's communication network.

Digital Technologies are also known as Information and Communication Technology (ICT).

## 3. PRINCIPLES

The Internet has great educational benefits. However, some Internet-accessible materials may harm you or others. Internet access at school or access via the school website outside of school is a privilege. Students who break any of the following rules may lose their privileges. These rules will help us to be fair to others and keep everyone safe.

3.1 Assumption Catholic Primary School strives for educational and technological excellence by integrating the use of technology with best educational practice.

- 3.2 The school's system of computers (including iPads and laptops) will be used by the students to create, store and publish their work. This includes all devices that are a part of the 1 to 1 iPad program. The Internet allows students to access information, communicate with other students through online projects and to share what they have discovered.
- 3.3 Assumption Catholic Primary School access to the Internet is direct via the National Broadband Network. Website filtering is undertaken using Zscaler software. This provides a safe environment in which students can access the Internet.
- 3.4 As we introduce students to the Internet, we believe a partnership between parents, students and the school should develop and grow. We also believe that the access we are giving is a privilege and not a right and therefore there are responsibilities for all involved.
- 3.5 The school has the right to check all written, graphic, and audio and other materials created, produced, communicated, stored or accessed on school digital technology by students, including emails.
- 3.6 Students shall be made aware that access to digital technologies, particularly the Internet and email, can expose them to inappropriate material or potential harm.
- 3.7 An Acceptable Use Policy identifies acceptable uses of the Assumption Catholic Primary School's network and the Internet, and those, which are not. These guidelines are provided here so that you understand and agree to the responsibilities you are about to accept.

#### **4. PROCEDURE**

The following agreements and understandings will help us to be fair to others and keep everyone safe.

##### **I agree:**

- To take care of all equipment.
- To follow my teachers' instructions.
- To only use my own login and password and I will keep my password a secret when I use the Internet or email.
- Not to use another wireless network while at school to log on to the Internet.
- Not to look at, copy or delete other people's files.
- Not to bring USB drives, CD-ROMs or any other type of storage device into school without permission.
- Only to email people I know, or whom my teacher has approved.
- That all messages I send will be polite, courteous and sensible.
- Not to email, copy or use any photos taken of students or teachers without their permission.
- Not to email, copy or use any photos that identify my school.
- When emailing not to give my own or anybody else's home address or phone number, or arrange to meet someone.
- To ask permission before opening an email or attachment sent by someone I do not know.
- To tell a teacher immediately if I see anything I am unhappy with or if I receive email messages I do not like.

##### **I understand:**

- That the use of digital technologies at school is a privilege and that this privilege may be lost if I use it in an unacceptable or inappropriate way.
- That it is unacceptable to send an email to bully, frighten, annoy or upset another person.

- That the school may check my computer files and folders and will monitor my Internet use and the Internet sites I visit.
- That students and staff who are working on class activities have priority in the use of computer equipment.

## 5. PARENT SUPPORT

Parents are encouraged to work in the partnership with Assumption Catholic Primary School by supporting the School's endeavours to educate students in the correct manner of Internet use.

The parents/carers of each student must sign this Acceptable Use Policy for that student each year if they wish the student to use our computer network, whether on the Internet or not.

<p><b>Assumption Catholic Primary School</b>  <b>Acceptable Use Policy</b>          Computer Facilities and External Networks</p> <p>Students at Assumption Catholic Primary School may access the school network and the Internet after they have discussed this document with a parent and had a parent sign the following declaration:  <i>I declare that my child and I have read, discussed and understood the Assumption Catholic Primary School policy on Acceptable Use of Computer Facilities and External Networks and the accompanying Code of Practice.</i></p> <p>Surname: _____ Given Name: _____          Class: _____          Parent Signature: _____ Date: ____/____/____          Student Signature : _____</p>
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## 6. REVIEW HISTORY

Year Of Review	Reviewed by:	Amendments/ review
2009	ACPS Staff	Review
2012	ACPS Staff	Review
2014	ACPS Staff and ICT Committee	Review and Reformatted
Next Review 2016		