



ICT and Internet User Agreement

With access to other networks and people around the world, the school cannot control all the information available on the Internet.

It is understood that all staff and students know the guidelines of what is appropriate and inappropriate use. Issues relating to aspects such as privacy and appropriateness of information will be discussed in the relevant classes.

The school will undertake measures to try and ensure that the Internet is secure and thus reduce the likelihood of students being exposed to inappropriate material. These steps include the installation of blacklisted sites to prevent them being accessed, teacher supervision at all time that students are on the internet and the introduction of students internet accounts which require students to log onto computers through their own passwords and log in names. A server with filtering ability is also installed.

Please read this Agreement with your child so that they understand what is expected of them in using the internet at school. In signing this document, your child accepts responsibility for using the Internet in an appropriate manner. Please sign the agreement to indicate that you have read the agreement with your child and are in agreement with it.

STAFF USAGE

All staff will be provided with Professional Development opportunities in relation to Internet use and are aware of their responsibilities for supervising student use.

STUDENT USAGE

All students of Moorine Rock Primary School will be provided with education on Internet use, and access to the Internet via an integrated curriculum.

PUBLISHING INFORMATION ON THE INTERNET

Any information to be published on the Internet must be authorised by a staff member of Moorine Rock Primary School. This person will be held responsible for any ramifications resulting from the publishing of the given material.

USE OF E-MAIL

E-mail should be used primarily to conduct the business activities of the Department and for professional development.

Its use for limited personal purposes is permitted, but use for commercial purposes or personal financial gain is prohibited. Excessive personal use can have a significant impact on resources in terms of communication costs, unnecessarily monopolising of equipment and time.

The use of e-mail facility will be monitored to ensure that it is used appropriately and responsibly and is not abused.

LEGAL ASPECTS

Access to materials on the Internet must be for Educational purposes when using the school facility. Libel and computer hacking are illegal and hence not permitted on the Internet.

- Policy to be reviewed each year.
- Appendix 1, 2, 3, 5 & 6 to be sent to parents annually.

APPENDIX 1

Internet User Agreement Years K-2

On-line Rules

I agree to follow the on-line rules set out below when I use the internet or log on to my computer.

- I will ask the teacher first before using the school computer and / or iPads..
- I will not let other people log-on to my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my log-on account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use work from the internet if I have asked the teacher.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people. - ie cyber bullying.

I understand that:

- If I use the internet or my log-on account in a way that I shouldn't I may not be able to use these in the future.
- I may be legally liable for misuse of the computer and the police may be contacted.
- I agree to abide by the acceptable usage agreement for school students in an appropriate manner.
- I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the Department's Behaviour Management in Schools policy.

I have read the Online Rules to my child and I will sign for my child. My child understands the agreement.

Name of student: _____(please print)

Signature of parent: _____ Date: ____ / ____ / 2017

Consequences

Any offensive material accessed or sent will be reported to my parents during an interview or phone interview with the Principal and cause the immediate loss of my use of the internet for a period of:

1st Offence 0 - 4 weeks 2nd Offence 10 weeks 3rd Offence 40 weeks

Other punishment may also be administered at the discretion of the Principal on a case-by-case basis.

This agreement applies to the use of computer equipment and software in all learning areas.

APPENDIX 2.

Internet User Agreement Years 3 - 6

On-line Rules

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not share my password..
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and Department of Education may see anything I send or receive while online.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet and am in Year 5 or 6, I will reference it appropriately.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not download music or videos other than those approved by my teacher for research.
- I will not damage or disable the computers, computer systems or computer networks of the school, Department of Education or any other organisation.
- I will not go onto chat sites, bring any computer discs and / or USBs without teacher permission.
- I will not bully, menace or harass any other person over the internet - ie cyber bullying.

I understand that:

- I will be held responsible for my actions whilst using online services and for any breaches caused by allowing any other person to use my online services account.
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy and
- I may be held legally liable for offences committed using online services.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online service account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the department's Behaviour Management in Schools policy.

Name of Student: _____

Signature of Student: _____ / _____ / 2017

Consequences

Any offensive material accessed or sent will be reported to my parents during an interview or phone interview with the Principal and cause the immediate loss of my use of the internet for a period of:

1st Offence 0 - 4 weeks 2nd Offence 10 weeks 3rd Offence 40 weeks

Other punishment may also be administered at the discretion of the Principal on a case-by-case basis.

This agreement applies to the use of computer equipment and software in all learning areas.

APPENDIX 3.

Staff Internet User Agreement

I have read the school's Internet Policy and agree to the conditions outlined in it.

Name _____

Date _____ / _____ / 2017

Signature _____

APPENDIX 4.

Parent or Guardian Section

As the parent/guardian of _____ I hereby acknowledge that I have read the agreement on student use of the Internet and discussed it with my son/daughter. I Understand that this access is designed for educational purposes. I recognise that, while every effort will be made to monitor student use of the Internet, it is impossible for Moorine Rock Primary School to continually monitor and restrict access to all controversial materials. I further acknowledge that, while questionable material exists on the net, the user must actively seek it and therefore is ultimately responsible for bringing such material into the school. I therefore do not hold the staff or Principal of Moorine Rock Primary School responsible for any such materials acquired from the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Internet including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Moorine Rock Primary School Internet Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission for my child to use the Internet and certify that the information contained in this form is correct.

Parent Signature _____

Date ____ / ____ / 2017

Parent Name _____

Home Address _____

Phone _____

APPENDIX 5.

Parent or Guardian Section

Please tick whatever is appropriate.

1. I give permission for my child's: **photo / name / work samples** to be published in the Newsletter. YES/ NO

2. I give permission for my child's: **photo / name / work samples** to be published in the local newsletter 'Crosswords.' YES/ NO

3. I give permission for my child's: **photo / name / work samples** to be published in any newspaper.(Merredin Mercury, West Australian and any other media outlet). YES/ NO

4. I give permission for my child's: **photo / name / work samples** to be published on the Moorine Rock PS Website. YES/ NO

Sometimes an educational product created by the students/ teachers, like photos or a small video, may be published on the web to share Moorine Rock PS's achievements. Those will not be published unless the parents have seen the product and given permission for it to appear on the web.

Signature of Parent _____

Child's Name: _____

Date: _____ / _____ / 2017