



Lyndoch Primary School

Computer Network and Internet Acceptable Use Policy

Introduction

The computer network, Internet access facilities, computers and other Information and Communication Technologies (ICT) equipment bring great opportunities and benefits to the teaching and learning programs at Lyndoch Primary School.

All students will have access to the computing facilities including the Internet, i-Pads, laptops, and classroom computers. An account, allowing access to various facilities and the Internet, will be issued to individual students once the student and his or her parent or guardian have signed and returned the Acceptable Use Policy: Student Agreement.

Users of the computing facilities must formally acknowledge their understanding of this policy and its guidelines, as a condition of using the network or receiving a personal account, along with its rights and privileges. Users are reminded that these facilities are solely provided for educational purposes relating to their school work and that their actions are monitored.

Use of the computing facilities is a privilege NOT a right. Breaches of this policy will result in action as per our school's behaviour code.

The overall goal of Lyndoch Primary School is to create and maintain a cyber-safety culture that is in keeping with our values and with legislative and professional obligations.

Access to the Network and User Rights

When issued with an account each student will be given a log in name and a personal password, which will allow them access to the network and give them certain access rights.

- Each student will be allocated a personal folder which may be used to save his or her work. Material such as games, music, and picture files must not be saved in this space unless it relates to your school work.
- No student is to make any attempt to access any other part of the network, or go beyond his or her authorised access. This includes attempting to log on through another person's account.
- Students are not to make deliberate attempts to interfere with the system by deleting, adding or editing data or files (except within their own home directory). These actions are illegal and constitute an extremely serious breach.
- Each user will bear FULL responsibility for his or her individual account and should take all reasonable precautions to prevent others from accessing his or her account. This means that

under no circumstances are students permitted to share their account or password with any other student.

- Students must not attempt to "fix" problems with the system or to look for security problems, as this may be interpreted as an illegal attempt to gain access.
- Any user who identifies a possible security breach, system fault, virus, hardware issue or any other problem must report the matter to his or her teacher.
- Violation of any of these above issues may result in the cancellation of network access rights and other disciplinary action as considered appropriate by the Principal.

The Lyndoch Primary School computing facilities, which include access to the Internet, are to be used in a responsible, ethical, and legal manner.

Student Access to the Internet, Intranet & E-Mail

Access to the Internet, Intranet or e-mail is for educational purposes only. Every precaution is taken to prevent students from accessing inappropriate sites. The system we use to access the internet and email is provided by the Department for Education and Child Development, which filters the content able to be accessed.

To ensure the safety of both yourself and others, the following regulations must be observed:

- Users will not use the network to access or send material that is obscene, that promotes illegal acts, is racist, defamatory, or advocates violence or discrimination against other people.
- If a user unintentionally enters a site that breaches this policy, he or she should inform a teacher immediately in order to protect themselves against being accused of intentionally violating this policy. (It is possible for the Systems Administrator to access the history records of Web Sites visited by any user).
- No student is to harass another person. Harassment means sending messages that upset or annoy another person. (If you are told by a person to stop sending them messages, you must stop!)
- No student is to give personal information, such as photographs, addresses or telephone number, relating to themselves, their parents or other students.
- Users will not send emails/messages containing private information (including photographs) about another person, nor should anyone forward to another person a message sent to them privately, without the permission of the sender.
- When publishing web pages and composing email messages you will only use language that is acceptable at our school.
- Any user who feels uncomfortable about an email/message they receive or which they consider to be inappropriate must report it immediately to their teacher. (Please note that it is important not to delete the message as it can be used to trace the sender.)
- No users are to infringe copyright. Using another person's work and claiming it as your own is plagiarism and is illegal. If you use something from a site on the internet you must acknowledge the owner of the work and indicate the URL (internet address) of the source of the information.

Violation of any of these above terms may result in the cancellation of your internet access rights and other disciplinary action as considered appropriate by the Principal.

Disclaimer

While every precaution is taken, Lyndoch Primary School makes no guarantees that the Network will be without faults. Data loss or interruptions to the system's accessibility may occur. Therefore users should always back up their own work.

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Student Agreement

Parents/caregivers play a critical role in developing knowledge, understanding and ethics around their child's safety and safe practices regardless of the time of day. Being cyber-safe is no exception and we invite you to discuss with your child the following strategies to help us stay safe when using ICT at school and after formal school hours.

1. I will not use school ICT equipment until my parents/caregivers and I have signed my Use Agreement Form and the completed form has been returned to school.
2. I will use all computing equipment with respect and care. This includes:
 - following all school cyber-safety strategies, and not joining in if other students choose to be irresponsible with ICTs
 - reporting any breakages/damage to a staff member.
3. If I have my own user name, I will log on only with that user name. I will not allow anyone else to use my name.
4. I will keep my password private. I will not allow any other person to log in to my account or intentionally reveal to them my password. I understand that I will take responsibility for my own account. I will keep my password secret and change it if I think it has been compromised.
5. I will never attempt to make unauthorised access to any part of the network or log in to another person's account.
6. I will not attempt to interfere with the facilities by deleting, editing, adding files or programs such as games, music and other software).
7. I will not consume or food or drink whilst using a computer, laptop or i-Pad.
8. I will not change the configurations on any school computer or i-Pad (this includes desktop appearance, screen savers, printer setup, hiding the task bar, etc.)
9. I will use the Network, Internet, e-mail, mobile phones or any ICT equipment only for positive purposes, not to be mean, rude or offensive, or to bully, harass, or in any way harm anyone else, or the school itself, even if it is meant as a joke.
10. While at school, I will:
 - attempt to search for things online that I know are acceptable at our school. This would exclude anything that is rude or violent or uses unacceptable language such as swearing
 - report any attempt to get around, or bypass, security, monitoring and filtering that is in place at our school.
11. If I find anything that upsets me, is mean or rude, or that I know is not acceptable at our school, I will:

- not show others
 - turn off the screen
 - get a teacher straight away.
- 12.** Only with written permission from home and the school will I bring any ICT equipment/devices to school. This includes things like mobile phones, iPods, games, cameras, and USB/portable drives.
- 13.** Only with written permission from the teacher will I connect any ICT device to school ICT, or run any software (eg a USB/portable drive, camera or phone). This includes all wireless/Bluetooth technologies.
- 14.** The school cyber-safety strategies apply to any ICTs brought to school.
- 15.** To ensure my compliance with copyright laws, I will download or copy any files such as music, videos, games or programs only with the permission of a teacher or the owner of the original material.
- 16.** I will not share personal identifying information including any of the following:
- my full name
 - my address
 - my e-mail address
 - my phone numbers
 - photos of me and/or people close to me.
- 17.** I agree to have my use of the computing facilities including my internet access monitored.
- 18.** If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

Computer Network and Internet Acceptable Use Agreement

To the parent/caregiver/legal guardian:

Please read this page carefully to check that you understand your responsibilities under this agreement.

I understand that LYNDOKH PRIMARY School will:

- do its best to enhance learning through the safe use of ICTs. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on ICT equipment/devices at school or at school-related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about computer / cyber-safety issues.

My responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies
- contacting the principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.

Computer Network and Internet Acceptable Use Policy Student Agreement

I have read and understood this Computer Network and Internet Acceptable Use Student Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child.....

Group/Class

Name of parent/caregiver/legal guardian.....

Signature of parent/caregiver/legal guardian.....Date.....

Please note: This agreement will remain in force as long as your child is enrolled at this school. If it becomes necessary to add/amend any information or rule, you will be advised in writing.

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.

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