Cooee Primary School

ICT Acceptable Use Agreement

Information and Communication Technologies (ICTs) includes the use of computers, the school network, the Internet, digital/video cameras and scanners.

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

The rules we follow at Cooee Primary School when using computers are:

General Use

1. When I am using ICTs 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 the computers 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 work 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 computers through email and using removable storage media that have not been checked by virus scanning software and I will check with my teacher before using a CD or USB key on a school computer.
Internet use

11. I will only access web sites that are relevant to the information I need.

12. I will not access social network sites such as Twitter, Facebook, My Space at school unless instructed to and directly supervised.

13. If I see or hear anything on a web site that I am unhappy with, I will click the Exit button and tell my teacher immediately.

14. When I use email, forum boards or supervised chat rooms the messages I send will be polite and sensible.

15. I will not give out any personal information about myself or others unless I have permission from a teacher, eg. name, address, phone number, parents names etc...

16. If I receive any messages that I do not like I will tell a staff member immediately.

17. I know that the school may check my computer files and may monitor the Internet sites I visit.

18. 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.

Students in Grade 3 and above are required to sign this agreement.

As a responsible computer user at Cooee Primary School I will follow the above rules.

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

Student’s Signature: _____________________________________________

Parent’s Signature _______________________________________________

Teacher’s Signature: _____________________________________________

Dated: __________________