

- I need to use the Internet responsibly or I may lose the right to use the computing facilities in the school.

.....  
 (Student Name )      (Signature, Year Level, Teacher & Date)

**Parent Agreement**

Parents/Caregivers of students in Preschool to Year 7 are expected to:

- Read, understand and sign the form in the spaces provided, and hence agree to abide by the agreement.
- Discuss the information enclosed with your child, explain why it is important, and witness their signature above.
- Return this document to school to be counter-signed by your child's teacher.

For Parents:

I agree to the guidelines for the use of computing resources as outlined in this brochure. I have discussed the guidelines with my child.

.....  
 (Parent/Caregiver Name)      (Signature & Date)

I acknowledge that the Student and Parent Agreement has been signed

.....  
 (Classroom Teacher Signature & Date)

**This completed agreement is to be given to the Resource Centre Staff**

All Internet access, including the use of email , is logged against a user's ID/password and is regularly monitored.

Students and teachers have Internet access in classrooms as well as in the Computing Suite. The Computing Suite is available for student use during lunchtimes using a booking procedure.

Students are taught skills and understandings necessary for use of the Internet and email during their computing lessons. These skills and understandings are reinforced within their usual classroom structures.

Students may bring school work to and from home on a USB flash drive. However, teachers will have the right to check any content. It is therefore inappropriate for students to bring any document to school on a USB flash drive they wish to keep confidential. Students must not bring music, games or any software from home to install or use on school computers.

Internet safety: We advise all parents to discuss Internet safety at home with their children. Parents are also strongly encouraged to install a filter at home to stop children accessing inappropriate material on the Internet. A recommended free filter can be found at [www.k9webprotection.com](http://www.k9webprotection.com). For general information about Internet safety for children and parents, including an interactive game for students, go to [www.netsafe.org.nz](http://www.netsafe.org.nz).

Parent Questions:: Please contact your class teacher or school principal if you would like to discuss any issues connected with your child's use of computers or access to the Internet or email.

**Littlehampton Primary School**



*Policy Statement*

**Use of Computing Resources**

# Littlehampton P.S. Information & Communications Technologies Policy Statement

The computer network at Littlehampton Primary School supports the teaching and learning program and is intended to develop and extend our students' learning. Student access to the computer network will enhance their development of a wide range of literacy skills and enable completion of work using the latest technology.

## Responsibilities:

Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way. It is essential to:

- Log on to our curriculum network or the Internet using the correct user name and password
- Keep confidential their Internet password
- Use file names which are meaningful and not offensive
- Refrain from downloading or installing software, programs, music or games onto school computers
- Refrain from giving out any personal information over the Internet, such as name, address or phone number
- Leave all equipment in its place unless teacher permission is obtained to do otherwise
- Report equipment problems and do not tamper with system settings, switches, buttons or cables
- Log off from the network and leave the work station area neat and tidy at the end of a session

## User Names and Passwords:

All students will be allocated a User Name and Password to access the Internet and send/receive email. This will give students access to Littlehampton Primary School's Internet home page and the email facilities within the school's web site, as well as the curriculum network. If you have Internet facilities students can access their school email at home at <http://ed.sa.edu.au>.

The Internet and email is a major part of the ICT program at Littlehampton Primary School. Students are expected to work within the school guidelines and follow teacher expectations as they are set out in the ICT Policy Statement. Student use of the Internet at school is for educational purposes, not as a means of entertainment or relaxation, and should be used in a responsible manner. There is no extra fee for student Internet use for school purposes, however charges may be incurred if the student uses the Internet irresponsibly or exceeds reasonable use.

## Filtering of Web Sites:

Internet access to all DECS schools is restricted through a filtering system which attempts to screen out inappropriate sites for student viewing. No filter is 100% fool-proof however, and for this reason we teach students to be responsible for their own Internet safety. Students are taught the Protective Behaviours rationale - if they view or read something that makes them uncomfortable, they must turn their screen off and immediately tell a staff member.

Staff of our school also have a responsibility to block sites that students choose to use that we believe are inappropriate to their learning.

Please detach and return this section to your child's class teacher.

# Student Agreement

## For students

By signing this agreement you acknowledge that:

- You have read and understand the rules and guidelines in the Use of Computing Resources document.
- You realize that if you do not follow the expectations as set out in your ICT lessons and by your teacher/s, that you will lose your access privileges for a time to be specified.

I understand that as a student of Littlehampton Primary:

- I will follow the instructions and expectations as set out by my teachers and in this ICT policy statement.
- My Internet password must remain confidential and should NOT be used by any other student.
- I will not download music or games or install any software or programs onto school computers without staff permission.
- I must not, at any time, use the Internet, email, mobile phones or any ICT equipment to be mean, rude, offensive, or to bully, harass, or in any way harm anyone else connected to our school, or the school itself, even if it is meant as a 'joke'.
- I will not give out any personal information over the Internet, eg name, address, phone number.
- Teachers have the right to check my files, emails and any data on a USB flash drive if it is at school.