

## Information & Communication Technologies SAFE USE POLICY

Information and Communications Technologies (ICTs) are electronic devices and/ or applications which allow users to record, send, access or receive information in textual, audio, image or video form. To promote the safe and responsible use of ICTs, Enfield Primary School has developed the following guidelines:

### Acceptable uses

#### ICT may be used:

1. For educational purposes under teacher supervision.
2. To access files, programs, email & Internet resources under teacher direction.
3. To access the Internet and email for educational purposes only.

#### Students must:

1. Use school-provided email accounts when communicating online.
2. Obey the rules of privacy and copyright, and keep their passwords and personal files secure.
3. Use available storage space for school-related purposes only.

Any use of ICT which is inconsistent with this policy or is used in any other inappropriate manner may lead to disciplinary action.

### Notification

#### Students should:

1. Disclose to their teacher any messages which they receive which are inappropriate or disturb them.
2. Notify their teacher if they identify a possible security problem.
3. Disclose to their teacher any accidental access to inappropriate material.
4. Notify their teacher if they are offended by another person's use of ICTs.

### Unacceptable uses

#### ICT may not be used to:

1. Gain unauthorised access to any computer system or service. This includes using another person's account or accessing another person's files or emails.
2. Make deliberate attempts to destroy data by hacking, spreading computer viruses or by any other means.
3. Engage in any illegal act, such as threatening the personal safety of others.
4. Bully or harass others.
5. Install or use software which is not licensed by the school.
6. Post information that, if acted upon, could cause damage to or disrupt the network.
7. Post or respond to chain letters or engage in spamming.
8. Re-post a message that was sent to you privately without the permission of the person who sent the message.
9. Take part in online chats, discussion groups or mailing lists without teacher permission.
10. Use the school's ICTs to purchase, order or sell any goods.
11. Attempt to access inappropriate material which:
  - is profane or obscene (e.g. pornography);
  - advocates illegal acts; and
  - advocates violence or discrimination towards other people.
12. Download extensive files unrelated to school work.

### Mobile Phones & Personal Devices

We ask students not to bring mobile phones or personal devices to school, unless prearranged with the class teacher and or Principal. Any devices brought to school must be handed into the class teacher to be locked away securely until the end of the day.

All telephone calls in school hours are to be made via the front office. Essential calls from families to their children can be made to the front office and a message will be passed on to students.

STUDENT NAME: \_\_\_\_\_



## STUDENT ICT & MOBILE DEVICE CODE OF CONDUCT

*I agree to behave in a reliable and responsible manner and follow all teacher & staff instructions when using school computer equipment, email, and the internet.*

This means:

- I will take great care when using school computers and computer equipment and leave all computer settings as they are
- I will not use USB memory devices unless I get teacher's permission
- I will not download and install files or programs on the school computers
- I will only access and use my own files
- I will only log-on with my own username and password
- I will only use my first name when online and will not give any personal details without direct teacher permission
- I will use keyword searches relevant to school or class work only (no free surfing unless agreed to and directly supervised by a staff member)
- I will ensure that I use appropriate language and content at all times
- I will inform the supervising teacher immediately and quit the site if I accidentally encounter unsuitable or offensive material
- I will always get teacher permission before opening e-mail attachments.
- I will not use any devices (school or personal) to photograph or record any member of our school community without their permission.
- I will not upload any photographs or recordings of any member of our school community onto the internet, social media or personal storage without their permission.

### **Parent/Caregiver (ALL STUDENTS)**

*I acknowledge that I have read and understand the contents of this policy & Code of Conduct.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

### **For ALL YEAR 2 – YEAR 6 STUDENTS**

*Students are to refrain from using any mobile devices when on school property. For students to use any mobile device they must do so in accordance with the ICT agreement. I agree to hand in my mobile phone, and any personal device I bring into school, to my teacher so it can be locked away securely and I will collect it at the end of the day.*

*I accept all the conditions of the code of conduct and understand that:*

- I am personally responsible for my actions when accessing and using the school computer resources.*
- I am aware that my access to school computer equipment will be restricted if I break this agreement.*

*Serious breaches may result in time-out, suspension or exclusion in accordance with the school's Behaviour Management Policy.*

### **STUDENTS (YR2-6)**

*I acknowledge that I have read, understood and will abide by the contents of this policy & Code of Conduct.*

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_