LALOR EAST PRIMARY SCHOOL
INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT)
ACCEPTABLE USE POLICY

Rationale
Computers are an integral part of the classroom environment at Lalor East Primary School. Students use computers to complete many of the day to day activities including:
- producing reports
- online communications with those outside the school through the use of the Ultranet and e-mail
- publishing their work on the Internet so it can be appreciated by the wider audience beyond their classroom.

Students have access to a wide resource library through the use of the Internet. Project research may take the form of visiting specially designed sites or communicating online with people from other countries.

Broad Guidelines
The high use of computers has necessitated the ICT Acceptable Use Policy & P-6 ICT Student Contract. The aim of the guidelines and student contract is to ensure:
- our students remain safe
- the experience students have when using the Internet is always positive
- the high quality of students’ published work
- our computer network continues to function at its optimum level without student inference.

Implementation
The following guidelines will be followed when using the computers and Internet at Lalor East Primary School:
- all students and their parents are required to sign the P-6 ICT Student Contract before accessing the Internet
- parents are required to sign the Internet publishing permission form
- students who behave inappropriately will be unable to use the computers and/or Internet facilities for a period to be determined by the class teacher and ICT coordinator
- student Internet use will be closely supervised by class teachers and the school technician
- students will be taught about ‘acceptable behaviour’ when using the Internet including:
  - not using digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people
  - only identifying themselves by their first name
  - not publishing contact details, for example, phone numbers or addresses
  - always using their manners when interacting and communicating with others
  - developing an understanding of what are ‘acceptable’ sites for them to visit
  - communicating immediately with the class teacher any concerns they have about any ‘unpleasant’ sites or interactions
- published work, including photographs will only include first names
- work will only be published on the Internet once it has been checked by the class teacher, ICT Coordinator and permission has been given by parents.

Evaluation
The effectiveness of the ICT Acceptable Use Policy & P-6 ICT Student Contract will be evaluated by:
- close monitoring by the School Technician and ICT Coordinator
- consultation with teachers
- keeping a record of complaints and incidents.
Computer Use

- I will not damage or attempt to damage the ICT resources including computers, Netbooks, printers or headphones.
- I will not alter any settings on the computer without permission from my teacher.
- I will not download music clips or images from the Internet unless I have permission from my teacher.
- I will not eat food or consume drinks while using the computers.

Internet Access and Publishing

- I will only access the Internet for purposes specified by my teacher.
- I will not give out personal information such as my surname, address, telephone number, parents’ work address and telephone number.
- I will not use material from any website, including photographs, unless I have the permission of the author or my teacher.
- I will follow the school’s guidelines and procedures when preparing materials for publication on the web.

Online Behaviour

Cyber bullying is a form of bullying which is carried out through an internet service such as email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS. It may involve text or images (photos or drawings). **Cyber bullying is unacceptable at Lalor East Primary School.**

- I will not use digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people.
- I will never send my photograph to anyone without the permission of my teacher and parents.
- I will always have my teacher’s permission before communicating online.
- I will use acceptable and appropriate language when communicating online.
- I will not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages.
I understand that breaches of the rules will see me lose my computer and/or Internet access rights for a period of time determined by the school after my parents have been contacted and the matter thoroughly discussed with them.

Student’s Name: ___________________________ 
Signature: __________________________________ 
Date: __________

I have discussed the conditions set out above with my child and support this ICT Student Contract.

Parent’s Name: ___________________________ 
Signature: __________________________________ 
Date: __________