

**Guthridge Primary School – 2008**  
**Computer and Internet Acceptable Use Policy –**

**Rationale**

Guthridge Primary School uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly.

Guthridge Primary School also recognises that electronic information research skills are now required as essential knowledge for members of our society and as future employees.

In responding to these changes Guthridge Primary School actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. However, access is a privilege and not a right. Access entails responsibility.

**The Role of Students**

Students are responsible for good behaviour on school computer networks as detailed in Guthridge Primary School's Student Computer Use Code of Conduct Year 3-6 relating to computer usage. Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communications will apply.

Individual users of the school computer networks are responsible for their behaviour and communications over those networks. It is an expectation that users will comply with school standards and will honour the agreements they have signed.

Students who fail to honour their Code of Conduct may incur the withdrawal of their access to the Internet and school network and/ or disciplinary action.

**The Role of Parents**

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. At home we recommend that parents make some time to sit with their child to find out how they are using the Internet and who else is involved in any online activities. It is also recommended a computer with Internet access is in a shared place in the house – not a child's bedroom.

**The Role of Staff**

Guthridge Primary School expects that staff will incorporate appropriate use of such information throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

**The Role of the School**

Guthridge Primary School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to facilitate the successful incorporation of access to online services throughout the school's curriculum.

In addition, Guthridge Primary School will actively support the professional development of all staff to ensure the effective inclusion of telecommunications and other new information technologies into the school and its curriculum.

Guthridge Primary School undertakes to ensure that information published on the Internet by students or the School under Guthridge Primary School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

**Student Access**

Guthridge Primary School's network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.

The use of online services, made possible by the School through student access to telecommunications networks, may lead students to any publicly available information or database in the world.

Although Guthridge Primary School has in place steps to reduce risks, students may encounter electronic information resources which have not been screened by educators for use by students. Therefore, prior parental or guardian permission is required for students to be able to access the Internet. The Code of Conduct signed by students clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

**Student Computer Use Code of Conduct**

All students in Years 3-6 are expected to sign and have signed by a parent/ guardian, a Code of Conduct agreement for access to Guthridge Primary School's computers and the Internet.

**Guthridge Primary School**  
**Student Computer Use Code of Conduct**  
**Year 3 - 6**

**Care and Usage of the Equipment:**

I will care for and look after the computers and all their parts.

I will not eat or drink near the computers.

I will only use the computer when a teacher is present.

I will not copy, download or put my own software on the school computers as this may cause a virus.

**Work Habits:**

I agree to follow all teacher instructions when using the computers.

When using the World Wide Web, I will only search for information about my work.

I will not download pictures, music or games without my teacher's permission.

I will not print anything from the colour printer unless I have permission from my teacher.

I will only read my own email.

I will make sure that the email I send out shows politeness and respect as a representative of Guthridge Primary School.

I will not submit other people's work as my own.

I will not access any files except my own.

**Personal Safety**

I will use only my first name when communicating with other people.

I will not give out mine or anyone else's password, full name, address or phone number.

I will tell my teacher if I find any information that makes me feel bad or uncomfortable.

**Breaking any of the rules listed above will cause me to not use the computers for a negotiated period of time. My parents will be notified.**

**I cannot access our school's computers or network until this agreement has been signed.**

I have discussed this with my parents / carers and agree to follow all of these rules. I realise that if I break these rules, I will not be allowed to use the computers for a negotiated period of time.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have discussed student responsibilities and the potential problems and dangers related to Internet use with my child.

I agree to allow my child to use the Internet at school.

I also agree to the terms and conditions set out in this Student Computer Use Code of Conduct.

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_