



Acceptable Use of Information Technology and the Internet

Students at Roseworthy Primary School have access to various computer programs and the Internet. They regularly use these in the classroom to support their learning and to achieve quality learning outcomes.

For the benefit of all users, students at Roseworthy Primary School are expected to observe the following:

1. USE OF INFORMATION TECHNOLOGY EQUIPMENT

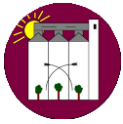
The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.

- It is expected that all students will respect the Information Technology equipment with which they have been provided, and realise that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary.
- Students are expected to:
 - log in using their own appropriate ID if personal log in is required. It is never acceptable to use someone else's ID.
 - keep passwords private. It is advisable to change it if it is known.
 - use only their own passwords. It is unacceptable to gain, or to attempt to gain, another person's password or personal information.
 - remember allocated passwords. If a student forgets their password, he/she is to report to the school administrator to have it changed.
 - use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this.
 - Respect the computer system set up. It is unacceptable to seek access to restricted areas of the computer network.
 - leave personal flash drives and external hard drives at home unless specific permission is given by the teacher in charge of the activity to use a flash drive in the classroom.
 - respect the equipment. It is unacceptable to swap keys, keyboards, mice or other equipment from one computer to another.
 - report all equipment faults to your teacher immediately.
 - only use computers when permission has been given by a teacher and/or under teacher supervision.
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- Parent/Caregivers of students in Years Rec – 2 are responsible for signing this form on behalf of their child/ren.
- Staff will go through these expectations yearly with students in Years 3-6, who will co-sign with their parents/caregivers.

This policy was last ratified by Governing Council in:

November 2023

Review 2026



2. INTERNET ACCESS

Use of the Internet by students at Roseworthy Primary School will be for educational purposes only. Access to the Internet will be used for activities, research, project and learning activities directly related to the curriculum.

- Students and their parents will be asked to sign a Computer and Internet Use Code of Conduct form prior to the student being allowed access to the Internet. This agreement will aim to ensure that parents and students are aware of their responsibilities in appropriate Internet use at school.
- Student access to the Internet will be supervised and monitored to ensure that it is being used appropriately, and to prevent students from accessing inappropriate materials. Additionally, where possible, technological solutions will be used to ensure that student access is limited to relevant materials.
- Through teachers providing appropriate instruction, students will learn to download files that relate directly to their learning.

3. ELECTRONIC MAIL AND COLLABORATION PLATFORMS

- All electronic messages such as e-mail will meet acceptable standards.
- Personal information such as student's full names, home addresses and home telephone numbers will not be sent by e-mail or posted on collaboration platforms unless parents have given their specific approval to do so.
- E-mail and collaboration platforms will be used only as a means of exchanging information. In sending e-mails or posting on collaborative platforms, Roseworthy Primary School students will always remember that they are representing themselves and the school in a public forum. Messages will not offend and will respect the rights and feelings of others.

4. PUBLISHING ON THE INTERNET

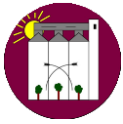
- Materials published on the Internet by Roseworthy Primary School will be used to present relevant information about the school that is of use to other schools and the wider community.
- Images portraying students of Roseworthy Primary School will not be published or transmitted on the Internet including digital newsletters unless the parents of students portrayed in that image have given their consent. Safety measures such as the use of low resolution images, cropping and 'long shots' will be used as a matter of course when student images are used.
- Articles, artwork or images will not be published by Roseworthy Primary School or its students without an acknowledgment of the original author / creator. Roseworthy Primary School will abide by all copyright requirements in this regard.

5. IMPLEMENTATION OF POLICY

- Students will sign a Computer and Internet Use Code of Conduct form which will be counter-signed by their parents. On completion of the signed form, the student will be granted permission (and access) to the internet and school information technologies.
- Inappropriate use of Internet services will result in the user's permission and access being revoked for a period of time as determined by the teacher and leadership, or, where technology permits, limitations on the Internet services the student is able to access.

6. USER SECURITY

- All internet use within a school is secured through DfE filtering services. Usage by any user that contravenes the filtering set-up is reported to school leadership. This can include inappropriate material in emails or access to inappropriate sites.



**COMPUTER AND INTERNET ACCESS
STUDENT CODE OF CONDUCT**

(signed by students, if appropriate, and their parents)

1	I will only use Computers and the Internet as part of my education, and I will only access information that is useful to me in my studies.
2	I will obey all classroom rules while using the Computers and the Internet.
3	I will only send e-mail and messages over the Internet which do not offend and also respect the rights of others.
4	I will not give out personal information such as my address, telephone number, parents' work address/telephone number, or the name and location of my school without my parents' permission.
5	I will tell my teacher or my parents right away if I come across any information that makes me feel uncomfortable.
6	If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.
7	I will not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I do, I will tell my teacher or my parents right away.
8	Treat equipment with care and respect.

I understand that if I break any of these rules I will be unable to use the computers at school for a period of time that my teacher/Principal decides is appropriate. My parents/caregivers will be informed.

Student Name _____

Student Signature (Yr 3 – Yr 6) _____ Date _____

Parent/Guardian to sign if student is in Reception , Yr 1 or Yr 2

Parent/Guardian Agreement:

I agree to _____ using the Internet at school for educational purposes in accordance with the Student Agreement above.

I **do** consent to my child corresponding with others, using email through the school's Internet access.

I **do not** consent to my child corresponding with others, using email through the school's Internet access

Parent/Guardian Signature _____

Parent/Guardian Name _____ Date _____