

## **INFORMATION TECHNOLOGY AT NORTH ROCKS PUBLIC SCHOOL**

### **ACCEPTABLE USAGE AGREEMENT**

Access to information technology at school is a privilege and not a right. Access entails responsibility.

The school will provide:

- Fair and equal access to technology in the school
- Access to well maintained hardware and software relevant to learning outcomes across the grades
- Training for each student in the correct use of equipment and software

Students must at all times:

- Cooperate with others to make the best use of the available technology
- Treat all equipment with care and respect (acknowledging that others rely on using the same equipment)
- Agree not to steal, vandalise or interfere with any school equipment
- Only use school computers when a supervising teacher or parent is present
- Inform a supervising teacher of a computing problem of any kind
- Save all student work to their folder in the allocated class folder (NOT TO BE SAVED TO DESKTOP OR 'C' DRIVE)
- Use school printers wisely and only as necessary to minimise the waste of paper and ink
- Always ensure any CDROM's etc are stored neatly after use
- Leave computers ready for the next user
- Not eat or drink near any computer
- Dispose of any rubbish as appropriate
- Return furniture to its usual position

Students **MUST NOT**, regardless of their personal knowledge of computers:

- Attempt to fix problems without permission
- Unplug cables or equipment without permission
- Move equipment to another place without permission
- Disable the operation of any equipment
- Apply passwords to any school computers
- Change any settings (including screen savers, icons and backgrounds) without permission
- Install, copy or uninstall any software without permission
- Bring or download any unauthorised programmes, including games, to school without permission

## **INTERNET**

The Internet offers students an opportunity to access information and communicate with others. Access to the Internet is provided by the school. The school has the responsibility to ensure that, as far as possible, material obtained from the Internet is not offensive or inappropriate.

- Students will not deliberately enter or remain in any site dealing with illegal or offensive activities or any other materials that the student's parent or guardian have forbidden them to see
- Students will inform a teacher immediately of any information that is inappropriate or makes them feel uncomfortable
- Email is to be used only in connection to student schoolwork and with permission from a teacher. All email must be courteous and use appropriate language
- The Internet is not provided by the school for personal use. Students will not give any personal information such as address or phone number to anyone on the Internet
- Students will observe copyright rules related to information found on the Internet and reference Internet sites in the same way as printed sources of information

----- ✂ -----

## **AGREEMENT**

I, \_\_\_\_\_, have read the Acceptable Usage Policy and agree to obey the rules and conditions outlined.

Signature of student: \_\_\_\_\_

Date: \_\_\_\_\_

I, the parent or guardian of \_\_\_\_\_ have read and understand the Acceptable Usage Policy. I have discussed the rules and issues that are raised with my child. I agree that my child shall observe these rules at school.

Signature of parent/guardian: \_\_\_\_\_

Date: \_\_\_\_\_