



## **Gunbower Primary School Responsible Use Policy**

We believe that using the computer network is a right with responsibilities attached. The following rules have been developed for the benefit of all.

All users of this network should be aware of these rules and follow them.

Breaking the rules below will result in consequences.

1. I will take care with all equipment and resources when using the computer network.
2. The behaviour I show will be careful, safe, responsible, and well-mannered and will follow our School Wide Positive Behaviour expectations.
3. I will not take food or drink near any computers or equipment.
4. I will keep noise to a working level which does not interfere with others in the learning space or project space.
5. I will respect the privacy of my fellow students and teachers and follow the correct netiquette when sending emails or participating on online discussions, eg. Skype, conferencing, blogs, wikis and other Web 2.0 on line activities.
6. I will not use CDs/USB flash drives, games programs or CDs which do not belong to the school without specific permission of a teacher and virus checking of the device and I agree to not bring or download unauthorised programs, including games, to the school or run them on school devices.
7. I will use the internet only with the teacher's permission and in the supervision of a teacher or staff member.
8. When using the internet, I will not look for offensive sites and report to a teacher if I or another student get into a site that is not suitable.
9. When using information from the internet, I will take note of the site I have used for my information and give credit for this in my work or ask for help to get the owner's permission to use information or pictures from the internet.
10. I will not give out personal information or subscribe to clubs or news groups (without the permission of my teacher) as this could result in excess data being sent to the school or identity theft. I agree to keep myself and my friends safe by not giving our personal details including full names, telephone numbers, birthdate, addresses, images or my password.
11. I acknowledge that the network and my files will be monitored by the school for correct usage.
12. I will not change the icon names, desktop pictures; remove keys or labels from devices/equipment.

13. I will not interfere with other students' work on the computer or devices.
14. I will not download files/updates from the internet without permission from a teacher.
15. I will agree to think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions. (I should not copy and paste the information as my answer).
16. I agree to talk to my teacher or another adult if:
  - I need help online
  - Someone writes something I don't like or makes me and my friends feel uncomfortable or asks me to provide information I know is private.
  - I feel the welfare of other students at our school is being threatened.
17. I will never take part in online bullying.
18. I will use an online name and avatar when sharing my work online.
19. I will use devices at school as directed by my teacher.
20. If I have to bring a device including a mobile phone to school it will be used as instructed by my teacher and kept in my bag when not used in class.

When using cameras I will (cameras includes smartphone, iPod and iPads):

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Seek teacher permission before uploading any content to websites (eg. Blogs, YouTube, Instagram and Facebook).

This Responsible Use Policy also applies to students during school excursions, camps and extra curricular activities and will remain in force until March of the following year of the date on this contract.



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The Student/Parent/Guardian agreement needs to be signed and returned to Gunbower Primary School.

## Student Agreement

I \_\_\_\_\_ acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student signature: \_\_\_\_\_

Class: \_\_\_\_\_

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

## Parent Permission

I \_\_\_\_\_ have read and discussed these rules with my child. I understand and support these rules at Gunbower primary School.

I agree to allow my child to use the internet at school which may include the use, under supervision, of the email, Blogs, and wikis. I have discussed the scenarios, potential problems and responsible use of the internet with him / her as outlined in the Responsible Use Policy.

I will contact the school if there is anything here that I do not understand, If there is a situation which concerns me, I will contact the school or ACMA Australia's Internet Safety advisory body on 1800 880 176.

Parent signature: \_\_\_\_\_

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