



## ACCEPTABLE COMPUTER NETWORK AND INTERNET USE

**The use of the ICT Equipment and the Internet at O'Sullivan Beach Primary School is a privilege not a right.**

It is the policy of O'Sullivan Primary School that all technology used to access the network will be used in a responsible, legal and ethical manner. Individual users of the O'Sullivan Beach Primary School Network and Internet are expected to use them responsibly. Failure to do so will result in the termination of network privileges for the user. This includes use during OSHC.

### SCHOOL COMPUTER ROOMS, CLASSROOM COMPUTERS AND THE LIBRARY

#### Network Etiquette

*As a responsible network and Internet user I agree:*

- to use language that is appropriate
- to conform to copyright laws and not to plagiarise other authors' work but use correct references or my own words
- to be respectful in all communications across the network and Internet
- to leave all existing settings as they are (ie do not change settings in control panel) and do not add anything
- to obtain permission from the teacher prior to printing

#### Security

*As a responsible network user I agree:*

- to only access software and files as per the teacher's instructions
- to keep my passwords confidential and respect the privacy of others' passwords by never using another person's password
- not to interfere with any files, folders or software other than my work
- not to tamper with any hardware (ie unplugging cables etc)
- not to install software or .exe files onto the network or computers
- not to copy music from or listen to music from CDs, USB drives, phones, iPods or Mp3 players (unless teacher directed and related to curriculum)
- to only use a USB for school work, not for playing or transferring games or music, this includes OSHC.
- to virus check USB drive regularly at school and home
- to only connect an ICT device (eg gaming console, camera, phone, portable drive) to school ICT equipment with permission from a teacher. This includes wireless/Bluetooth technologies.

#### Internet Rules

*As a responsible internet user I agree:*

- I will not reveal personal information about any user, including myself, such as address, telephone number, credit card numbers, regular activities that I'm involved in etc in Internet communication. This includes uploading photographs of other students or myself without direct teacher/parent permission.
- I will click on the 'HOME' button or turn off the screen and tell my teacher immediately if I see anything on a website that is inappropriate
- I will only use Internet or e-mail during school hours on the school computers if it is directly related to curriculum and my learning
- I will not download music through the Internet
- I will lose Internet privileges if found to be accessing sites or downloading files that are inappropriate for school use (at the teacher's discretion)

## Disclaimer

*I am aware that:*

- the Network system is owned by the school for educational purposes
- the Network Administrator can identify and delete any inappropriate files or folders
- E-mail is not guaranteed to be private
- the Network Administrator has access to the files stored in my Internet account, which means the websites you visit and files you download can and will be tracked
- the Network Administrator and staff have access to my folder on the file server

**Consequences for inappropriate use of the ICTs will be negotiated with staff, student and also parents if required).**

### **Parents/Caregivers**

I have read and discussed the O'Sullivan Beach Primary School Computer Network and Internet Use Agreement Policy with my child/children and I understand that Internet access is designed for educational purposes at O'Sullivan Beach Primary School. I recognise that although the school has an excellent filtering system in place to restrict access to controversial material, it is not always possible to block every such site.

### **Students**

If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

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**Please tear off the slip and return, retain the top part for your records**

I accept these conditions of ICT equipment/Internet use.

\_\_\_\_\_  
Student name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please note: This agreement will remain in force as long as your child is enrolled at O'Sullivan Beach Primary School. If it becomes necessary to add/amend any information or rule, you will be advised in writing.**

**PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP A COPY FOR YOUR OWN REFERENCE.**

#### **Important terms:**

'Cyber-safety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'School and preschool ICT' refers to the school's or preschool's computer network, Internet access facilities, computers, and other ICT equipment/devices as outlined below.

'ICT equipment/devices' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.



**Government of South Australia**  
Department for Education and  
Child Development