

**ARDTORNISH PRIMARY SCHOOL
INTERNET, E-MAIL AND I.T. EQUIPMENT POLICY**

3-7

At Ardtornish Primary School, all internet, email facilities and IT equipment are to be used in a responsible, educational, ethical and legal manner. These facilities expand classroom resources dramatically by making many resources from all over the world available to students and educators. Any breaches of the policy will result in consequences being actioned.

RESPONSIBLE USE OF THE INTERNET, EMAIL and IT EQUIPMENT INCLUDES:

- Using the Internet, email and IT equipment for education purposes only
- Referencing any material copied/downloaded from the internet (web address, date, title)
- Only transferring current school work to and from external capture devices (USB drives, mp3 players, PDA's, CD/DVD's, etc)
- All documents in folders contain only school work
- Using polite and appropriate language
- Sending only acceptable files to other users
- Reporting to teachers any illegal or irresponsible activities
- Respecting the equipment provided for use
- Maintaining privacy by not revealing own or other's names, phone numbers and/or addresses, etc
- Respecting the privacy of others
- Not disclosing passwords

UNACCEPTABLE USE OF THE INTERNET, EMAIL and IT EQUIPMENT INCLUDES:

- Using profane, obscene, or other language which may be offensive to others in any form of electronic communication
- Forwarding personal communication without the author's prior consent
- Copying commercial software in violation of copyright laws
- Using other person's passwords to gain use to their material or email facilities
- Accessing sites contrary to teachers' instructions
- Looking for anything that is illegal, dangerous or offensive
- Claiming the work of others as own (plagiarism)

As the Internet gives access to information and computer systems around the world, users, and parents of users, need to understand that neither Ardtornish Primary School nor any staff member controls the content of the information available on those other systems. Ardtornish Primary School will not condone use of material, which is controversial or offensive. Access to the Internet carries responsibilities that should be observed at all times by all users.

Mobile phones are not to be used during school times for any purpose, including text messaging and photographing others. Mobile phones should be kept in bags and turned off from arrival at school until 3.15pm. The school/staff will not be responsible for the loss, theft or damage to any mobile phone.

POLICY BREACHES

1. Loss of email for a period of one week. Inform parents/guardians.
2. Loss of email & internet for a period of two weeks. Inform parents/guardians.
3. Loss of email, internet and IT equipment for a period of five weeks. Inform parents/guardians.
4. Prohibited from using all email, internet and IT equipment. Inform parents/guardians.

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STUDENT

I understand the policy and the information contained in it and if the school decides I have broken these rules, appropriate action will be taken. This may include loss of my Internet/email access, use of equipment and contacting my parents.

Student's Name..... Room: Year Level.....

Student's Signature..... Date/...../.....

PARENT/GUARDIAN

I understand that the Internet, email and IT equipment can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot completely control what is on these computers; and that a very small part of that information can be illegal, dangerous or offensive.

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe(*name of student*) understands this responsibility and I hereby give permission for him/her to access the Internet, email and IT equipment under the school rules. I understand that students breaching the policy will be subjected to appropriate action by the school. This may include loss of Internet/email access, use of equipment and contacting me.

Parent or Caregiver's name.....

Parent or Caregiver's signature.....Date...../...../.....