



Port Lincoln Primary School support the belief that through Information and Communication Technologies we equip children to participate in a rapidly changing world where work and leisure are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing skills necessary for children to create and use information in a discriminating, effective and creative way. PLPS supports and develops the concept of Digital Citizenship in an Online World. All students will use ICT as a routine part of classroom activities across the curriculum.

## **INFORMATION AND COMMUNICATION TECHNOLOGY ACCEPTABLE USE GUIDELINES**

Port Lincoln Primary School (PLPS) is providing students access to the school's electronic network. This network includes Department for Education Internet access, email, computer services, digital conferencing, computer equipment, mobile devices and related equipment/software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21<sup>st</sup> century by providing them access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectations of students' acceptable use of the PLPS electronic network.

### **Instructions for parents\*/caregivers/legal guardians**

1. Please read carefully. If there are any points you would like to discuss with the school, let the school know as soon as possible.
2. Discuss the ICT rules with your child.
3. Sign form and return that page to the school office.
4. Please keep the guidelines for future reference.

**\* The term 'parent' used throughout this document also refers to legal guardians and caregivers.**

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## **INTRODUCTION**

PLPS recognizes the need for students to be safe and responsible users of digital technologies – digital citizenship. **PLPS aims to create and maintain a digitally literate and safe online culture which is in line with the values of the school.**

All staff at PLPS model and promote cyber safety through their teaching practice, and actively plan and teach lessons that ensure students understand their rights and responsibilities of being a digital citizen. We believe educating students about safe and responsible online behaviours is essential, and teaching it in partnership with parents is vital. The first computer lesson of the year will be used to explain the ICT agreement so that each child has full understanding of the expectations and consequences of the agreement. We will support families to maintain their child's safety at home by sharing up-to-date information and resources.

The overall goal of the school is to create and maintain a cyber-safe culture which is in keeping with the values of the school, and legislative and professional obligations. This use agreement includes information about your obligations, responsibilities, and the nature of possible consequences associated with cyber safety breaches which undermine the safety of the school environment.

The school monitors traffic and material sent and received using the school's ICT network. The school uses filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school reserves the right to audit its ICT network, computers and users.

## THE AGREEMENT:

I agree to follow Port Lincoln Primary School procedures in my use of all ICT equipment, network etc. The completed form has been signed and returned to school.

- The Learnlink Office 365 Service, including Office 365 Pro Plus will not be used to store sensitive or personal information.
- Students are responsible for their own usernames and passwords. These must remain confidential at all times. Sharing or accessing other usernames/passwords is strictly prohibited.
- Students must treat the computing facilities, (laptops, smartboards, iPads etc.) with due care and respect, and report equipment damage and faults to their teacher. Students are not permitted to tamper with computing equipment and system settings.
- Students are permitted to access files, websites and software that are directly related to their learning only; activities such as games, social networking, downloading music/movies etc. are not permitted.
- The Department for Education and Port Lincoln Primary School reserve the right to place restrictions on websites containing pornography, material that advocates violence, illegal acts, discrimination or the use of illegal substances. Students are not permitted to access such sites.
- Students may only access the internet at school when a staff member gives permission and an adult is present.
- Students may not at any time use the internet, email or mobile phone to be rude, offensive, or to bully and harass, even if it is meant as a joke.
- Where students are found to have breached website terms of use:
  1. Teachers will notify a member of the Leadership team.
  2. Leadership will contact parents.
  3. If needed Leadership will contact police/ website administrators and any other relevant authorities.
- The agreement covers student use of the school's network/internet and personal equipment on school grounds, such as laptop computers, storage devices (USB/CD/DVD etc.).
- A violation of these rules constitutes a breach of the agreement. In accordance with the school's Student Behaviour Management Policy, consequences may include access restrictions, parental contact and in extreme cases, suspension.
- Students who wilfully damage computing equipment will be billed for appropriate replacement or repairs.
- Students should not give out any personal information (names, addresses, phone numbers, credit card details etc.) on the internet.
- Upon arrival at school, all student mobile phones are to be switched off and must be handed into class teachers, who will send them to the Front Office in their class box. This applies to any authorised school activity or event.
- Upon arrival at school, all devices that are cellular enabled, such as smartwatches, must be turned to flight mode. This applies to any authorised school activity or event.
- The school cannot accept responsibility for mobile phones that go missing, nor does it have the resources to conduct investigations into misplaced or stolen mobile phones.
- Further information about the use of mobile phones can be found in the school's Use of mobile phones and personal devices policy.

## PORT LINCOLN PRIMARY ICT USE AGREEMENT FORM

### Student section



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

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

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

I have read the Port Lincoln Primary School ICT Acceptable Use Guidelines document.

I agree to follow the rules contained in the guidelines.

I understand that failure to follow this ICT Acceptable Use Guidelines – WILL result in me forfeiting my privilege to be part of the Port Lincoln Primary School Electronic Network.

Student Signature: \_\_\_\_\_

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

### Parent / Guardian section



I have read the Port Lincoln Primary School ICT Acceptable Use Guidelines.

I have discussed the Port Lincoln Primary School ICT Acceptable Use Guidelines with my child.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment/software for educational purposes.

I understand that failure to follow this ICT Acceptable Use Guidelines – WILL result in my child forfeiting their privilege to be part of the Port Lincoln Primary School Electronic Network.

Parent / Caregiver name: \_\_\_\_\_

Parent / Caregiver Signature: \_\_\_\_\_

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

