



Hallett Cove South Primary School

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Information and Computer Technology Acceptable Student User Agreement

Introduction

Information and Communication technologies are electronic devices and/or applications which will allow users to record, send, access or receive information in textual, audio, image or video form. To promote the safe and responsible use of Information and Communications Technology (ICT), Hallett Cove South has developed the following guidelines:

The **Hallett Cove South Primary School** computing facilities, which include access to the Internet and email, are to be used in a **responsible, ethical, and legal manner**.

The facilities have been established for the purpose of providing educational opportunities to students and staff. Student computer use will be under teacher direction and supervision.

All students will have access to the computing facilities including hand held devices and the Internet. An account, allowing access to various facilities and the Internet, will be issued to individual students once the student and his or her parent or guardian have signed and returned the **Acceptable Use Policy: Student Agreement**.

Users of the ITC facilities must formally acknowledge their understanding of this policy and its guidelines, as a condition of using the network or receiving a personal account, along with its rights and privileges.

Users are reminded that these facilities are solely provided for educational purposes relating to school work and that actions are monitored. Breaches of this policy will result in action as per the school's behaviour code and other legislation.

Access to the Network and User Rights

When issued with an account each student will be given a log-in name and a personal password, which will allow them access to the network and give them certain access rights.

- Each student will be allocated a personal home directory which may be used to save his or her work. Material such as games, music, and picture files must not be saved in this space unless it relates to school work.
- No student is to make any attempt to access any other part of the network, or go beyond his or her authorised access. This includes attempting to log on through another person's account.
- Students are not to make deliberate attempts to interfere with the system by hacking, deleting, adding or editing data or files (except within their own home directory). These actions are illegal and constitute an extremely serious breach.
- Each user will bear FULL responsibility for his or her individual account and should take all reasonable precautions to prevent others from accessing his or her account. This means that **under no circumstances are students permitted to share their account or password with any other student.** Rules of privacy and copyright must also be observed.
- Students must not attempt to 'fix' problems with the system or to look for security problems, as this may be interpreted as an illegal attempt to gain access.
- Any user who identifies a possible security breach, system fault, virus, hardware issue, inappropriate message or any other problem must report the matter to his or her teacher or the network manager.
- Violation of any of the above issues may result in the cancellation of network access rights and other disciplinary action as considered appropriate by the Principal.

- Please complete the attached form and return to the Front Office – access to ITC equipment and the Internet will not be provided until this form is returned.



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Student ICT User Agreement

I, _____ **have read the School's Information and Computer**

Technology Acceptable Student User Agreement and have discussed the policy with my parent/guardian. I agree to abide by the guidelines set out in the policy. In particular, I agree that:-

1. I will treat all computing equipment with respect and care.
2. I will not attempt to make unauthorised access to any part of the network or log in to another person's account.
3. I will not attempt to interfere with the facilities by deleting, adding or editing files.
4. I will not attempt to load any programs (games, music and other software) onto any school computer, including into my home directory, unless I have permission to do so.
5. I will not use any computing facilities without permission from a teacher.
6. I will not change the configurations or settings on any school computer or device (this includes desktop appearance, screen savers, task bars, printer setup etc.)
7. I will not allow any other person to log in to my account or intentionally reveal to them my password. I understand that I will take responsibility for my own account. I will keep my password secret and change it if I think it has been compromised.
8. I will not use the network to access or send material that is obscene (pornographic), that promotes illegal acts (including illegal drugs), is racist, defamatory, or advocates violence or discrimination against other people (hate literature). Purchasing, ordering or selling goods on-line is strictly forbidden.
9. I will not send any offensive e-mail. I understand that this means I will not engage in writing or forwarding e-mail which falls into any of the following categories (hate mail, spamming, harassment, or disrespectful messages). I will not take part in any online chats, discussion groups etc without permission from a teacher.
10. I will not give out personal information, such as photographs, addresses or telephone number, relating to myself, my school, family or other students.
11. I will inform a teacher immediately if I:
 - accidentally enter an Internet site that is inappropriate
 - receive messages which make me uncomfortable or are offensive (I will not delete the message until it has been seen by a teacher so it can be used to trace the sender)
12. I agree to have my use of the computing facilities including my internet access monitored.
13. I will not consume or take food or drink near computers.
14. I understand that my failure to adhere to these requirements may result in disciplinary action against me, and where necessary my actions reported to the police. Breaches may include having my network and/or internet account suspended for a period of time or permanently for repeated offences. More serious matters may result in suspension, expulsion or criminal charges.

Signed: (student) _____ Signed: (Parent/Carer) _____

Date: _____