

## Acceptable Use Agreement for Students

The following agreement covers the student's use of Internet, intranet, portal, network and email.

Humpty Doo Primary School provides all students enrolled at the school with Information Communication and Technology (ICT) facilities for educational use. Students may use these facilities for class work, research, the preparation of assignments and communication. The resources provided include computers and peripherals, access to network resources, e-mail, the NTDEET Educational Portal and the Internet. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered offensive or illegal. Students and parents should carefully read the conditions below. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement.

1. Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
2. Software copyright is to be observed at all times. It is illegal to copy or distribute school software. Illegal software from other sources is not to be copied to or installed on the school equipment.
3. Copyright of materials from electronic resources is to be observed at all times.
4. Students must follow the rules posted for the use and care of the computer equipment at all times.
5. Students using the ICT facilities may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
6. Privacy and network security is to be observed. Students must not under any circumstances access personal files belonging to others, software or areas of the network which are not designated for their use.
7. The sharing of passwords is a security risk consequently students must not give their password to other students or log in with another users name under any circumstances.
8. All users must log off when leaving a computer.
9. There should be no disruption to class activities by unauthorised broadcast messages across the school network.
10. Virus protection is very important. If students use floppy disks to transfer work between the school network computers and computers outside the network, disks must be scanned for viruses prior to use on the school network. Virus checking software will be made available on the school computers for this purpose.
11. Printing of materials of a personal nature or unassociated with school activities is not permitted unless approval is sought from a school staff member. This may incur a charge.
12. The use of ICT facilities, specifically the Internet, is for educational, communication and research purposes only:
  - Deliberate attempts to look for or download and use material that is illegal or which would be thought of as offensive is not permitted. Only materials required for school activities as directed by teachers may be downloaded. This includes downloading of MP3's, MPEG's and other large files. If students should unknowingly navigate to a web site that contains material that may be considered offensive, they must clear the screen immediately and notify the teacher.
  - Students must not use inappropriate language or harass others when communicating online.

- Privacy and ownership of others' work and materials from web sites must be respected at all times.
- The use of direct communications such as on-line chat facilities must only be carried out under the supervision of a staff member and must only be as part of educational on-line activities.
- This agreement acknowledges that there are times where a student may be required to provide personal details. Such details are not to be provided by the student unless permission is given by a teacher.

**Note:** *Deliberate misuse of computer equipment and software or deliberate breaches of the conditions of this agreement may result in access restrictions to ICT facilities by the student (s) involved and result in discipline by school administration.*

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**By signing this agreement and using the equipment and resources of \_\_\_\_\_ School, the student agrees to abide by these conditions.**

### **Parent**

I understand the conditions under which ICT facilities are made available and agree to those conditions. I further understand that additional explanations have been provided to my child, copies of which can be obtained from the school upon request.

I understand that my child may be accessing the Internet for educational purposes or in accordance with this Agreement.

I understand that any use of facilities contrary to this Agreement, or generally, will be treated as a breach of school discipline and shall be dealt with accordingly.

The school reserves the right to vary the terms of this Agreement to accommodate unforeseen circumstances relating to the use of facilities by students. Variations shall be in writing signed by the school Principal, and shall be distributed to students and shall take effect accordingly.

Please Print (Parent / Guardian) Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

### **Student**

I understand the conditions outlined in the school's Acceptable Use Agreement. I have had this document explained to me and I am fully aware of my responsibilities with regard to the use of ICT facilities in the school.

Please Print (Student) Name: \_\_\_\_\_

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

Home Group / Class: \_\_\_\_\_

Agreement signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_