

**Elmhurst Primary School**  
**Acceptable Users ICT Policy.**  
**2018 Reviewed annually**

### **Introduction**

Access to the Elmhurst PS Information and Computer Technology (ICT) Network is provided for students as a tool for educational use, and access to this resource is a privilege which carries with it responsibilities. Student behaviour concerning the use of email, Internet and network resources must be according to the principles outlined in this policy. These rules are intended to facilitate the appropriate, effective and equitable use of the network for all Elmhurst PS students.

It is important that all students read and understand the expectations contained in this policy, and abide by them at all times. Your conduct when using the Elmhurst PS network and shared resources (eg: digital classrooms, printers, library computers) must reflect the high standards of behaviour expected of you at Elmhurst PS at all times.

The School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, for material that would constitute a breach of this policy. This policy will be read through to all students by the ICT specialist or classroom teacher.

### **1. Online Behaviour – to be thoroughly introduced by the teacher**

- 1.1. You have been provided with an individual username and password to be used on a variety of online software such as Literacy Pro, Mathletics, Studyladder and on Demand testing which you should always keep secure – don't disclose it to anyone, unless required for the maintenance of your computer by ICT staff.
- 1.2. You should only access the Elmhurst PS network or any computer within the School using your own username and password unless a generic log in has been issued by the school technician.
- 1.3. Always log off or lock your computer before you move away; and always be sure to log off shared computers .
- 1.4. You should not intentionally access, interfere with, copy or move other students files or settings.
- 1.5. You should not intentionally interfere with, move or delete shared files stored on the network.
- 1.6. You must not install or store inappropriate or illegal software on your computer or on the network.
- 1.7. You may only utilise the Elmhurst PS network to host or participate in game playing if this has been approved by your teacher.
- 1.8. The Elmhurst PS network must not be used as a medium to bully, harass, threaten or intimidate other users. Your behaviour on-line should reflect your behaviour offline or in person; treat others fairly and with common courtesy.
- 1.9. If you experience harassment or bullying online, don't respond. Record the details, save any information you can, and contact a teacher or ICT staff member as soon as possible.
- 1.10. File sharing between students' computers over the network can be a security risk, and you should avoid allowing other students to access your computer.

### **2. Internet Usage – to be thoroughly gone through by the teacher**

- 2.1. Internet access at Elmhurst PS is provided for educational use and therefore personal

use should be limited. All Internet use is logged and may be reviewed at any time, at the discretion of the ICT Manager at Elmhurst PS.

- 2.2. During class time, make sure you have your teacher's permission to use the Internet.
- 2.3. Elmhurst's internet connection is filtered to prevent access to sites which are deemed inappropriate for School use. You should not attempt to circumvent this security.
- 2.4. You should exercise care when using the internet and should not seek to access or download inappropriate, offensive, discriminatory or intimidating material. If you encounter such material, you should report it to a staff member .
- 2.5. Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any member of the community at risk, is contradictory to the ethos of Elmhurst PS and will lead to disciplinary action. This may involve reporting the matter to Police where State or Federal laws have been breached.
- 2.6. When obtaining information from the Internet, be conscious of copyright, and always take care to verify data, as not all information found on the internet can be considered accurate. Wherever possible, the information should be validated from more than one source.
- 2.7. You should always exercise caution when you download files from the internet, as these may contain viruses, adware or spyware. Anti-Virus software is provided as part of access to the Elmhurst network and you should scan your computer regularly to ensure that it is free from infections.
- 2.8. You should always take care when entering your personal details online, such as submitting your email address to a website. Make sure you trust the site. If you're not sure, check with your teacher. Unsolicited emails (SPAM) which may also be offensive, can put you, your computer, and the Elmhurst PS network at risk.
- 2.9. Elmhurst PS will not be responsible for any loss or liability incurred by you through your use of the Internet.

### **3. Social Networking Sites (including Chat / Instant Messaging)**

- 3.1. You should be careful not to give out personal information about yourself or others while using social networking, or other online applications.
- 3.2. You should always follow the general guidelines outlined in this policy when accessing social networking resources, and for guidance on what to do if you encounter harassment or bullying.
- 3.3. You should always be sure that you know or trust the people you are communicating with online.
- 3.4. Your communications should be positive in nature, and you should appropriate language at all times.

### **4. Mobile Digital Communication Devices (Webcams / Mobile Phones)**

- 4.1. You should always follow Elmhurst's policy for the 'Acceptable Use of Digital Communication Devices' when using mobile phones, cameras and web cameras at School.

- 4.2. During class time, make sure you have your teacher's permission to use digital communication devices, and that it is relevant to the task being undertaken in class.
- 4.3. When you record sounds or images of others, always ensure that the subject of the recording is aware that they are being recorded.
- 4.4. You must not upload images of other students in uniform, or images of Elmhurst Primary School's school grounds or buildings to the internet.
- 4.5. You must not upload material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

## **5. Email Usage**

- 5.1. When you communicate via email, your communications should be positive in nature, and appropriate language should be used at all times.
- 5.2. You should not use email to send material which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.
- 5.3. During class time, make sure you have your teacher's permission to use email.
- 5.4. You must not send unsolicited email to multiple recipients.
- 5.5. You must not send email messages to more than 10 recipients at one time.
- 5.6. You must not email games or game installation files to other students.
- 5.7. You should take care to monitor the total size of your mailbox and take steps to maintain your data within the allowed storage limits. You are allocated 50MB for email storage which includes your "Inbox", "Sent Items" and "Deleted Items" folders.

## **6. Backup**

- 6.1. You must take responsibility for the backup of your school work. You are provided with storage space on the Elmhurst PS network to make a backup of your files known as your H: (or home) drive. You should regularly backup to the network, or to CD, DVD or USB storage, or any another medium outside your computer.
- 6.2. You should not use your space on the Elmhurst PS network to store extremely large files, or personal files such as music, pictures, videos, games, etc.  
In Years 3 – 6 You should monitor the total size of your network folder and maintain your data within the allowed storage limits.

## **7. Security and Care**

- 7.1. Your computer is an essential part of your learning at Elmhurst PS . You should take care to maintain your computer in good working condition. If you have a problem with your computer, you should contact the ICT Specialist at the school so that your issue can be resolved and/or your computer repaired.
- 7.2. Your computer should not be moved or transported while turned on. When moving the computer between locations, you should shut down, or place the computer in Hibernate or Standby.

7.3. Your computer should always be kept in a secured area.

## **8. Printing**

9.1. Care and conservation should be paramount considerations with regard to the use of Elmhurst PS printing facilities. Students should keep printing to a minimum and consider each other and the environment when using these facilities. Teacher permission should be sort before printing.

9.2. Students are expected to review their documents on screen before printing out a final copy, unless a teacher has requested a draft copy.

## **10. Shared Equipment**

10.1. All equipment in shared areas or classrooms should be treated with care, and must not be interfered with in any way.

10.2. No printers, cables, computers, monitors or other equipment should be moved or removed.

10.3. You should never attempt to repair faulty equipment - this includes attempts to remove paper jams from printers. You should report any failure of equipment to a member of staff.

### **\*Student Declaration:**

Student Name: \_\_\_\_\_

By signing this document, I acknowledge that I was present when my teacher read these conditions to me and I understand the Elmhurst Primary School Student ICT Acceptable Use Policy.

I agree to conduct myself according to the principles it contains. I further acknowledge that I am responsible for the storage and backup of my data, and if I become aware of problems with the process provided by Elmhurst PS I acknowledge that it is my responsibility to contact the teacher immediately to have the problem rectified. I understand that any breach of this policy can result in disciplinary action by Elmhurst Primary School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ 2010

### **\*Parent/Guardian Declaration:**

I, \_\_\_\_\_, acknowledge that I have read and understood the Elmhurst Primary School Student ICT Acceptable Use Policy. I agree that my son/daughter will conduct themselves according to the principles it contains. I understand that any breach of this policy can result in disciplinary action of my son/daughter by Elmhurst Primary School.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_ 2010

The Elmhurst Primary School Acceptable Users Policy was implemented and ratified by School Council in February 2010.

Was reviewed in March 2017

To be reviewed in March 2018