Cranbourne Carlisle Primary School

Information Communications Technologies

Acceptable Use Policy

Please find attached the school’s ICT (Information Communications Technologies) Acceptable Use Policy.

It is required that children of Cranbourne Carlisle Primary School and parents/carers read the policy and complete the attached forms to enable child usage of ICT services at the school.

Please complete and return the attached appendices (A & B) to your child’s class teacher.
Information Communications Technologies Acceptable Use Policy

The purpose of this document is to introduce procedures and guidelines designed to assist users of ICT (Information Communications Technologies) in maximising their effectiveness and to ensure that Cranbourne Carlisle Primary School’s substantial investment in ICT is preserved and respected.

All users of ICT at Cranbourne Carlisle Primary School are required to familiarise themselves with the contents of this document and to adhere to the principles and guidelines it contains. All users are required to sign the Agreement to Use Information Communications Technologies at Cranbourne Carlisle Primary School (see Appendix A). Children are required to sign the form themselves and to also have the form signed by a parent/carer. The signed form is acknowledgment that the person has read this document and agrees to abide by its contents.

School Council has approved this document. It should be read as a complement to the Cranbourne Carlisle Primary School eLearning Plan which outlines the school’s strategy for the development of Information Communications Technologies at Cranbourne Carlisle Primary School.

Hardware & Software Management
Users of ICT equipment are not permitted to alter the configuration of any equipment without the approval of the ICT Coordinator or a supervising classroom teacher.

Cranbourne Carlisle Primary School will not loan software to any person other than staff members for use outside of the school network. Children are not allowed to bring software, USB disks or other external media from home to load onto the school network. The reasons for this policy include licensing requirements, audit accountability and loss prevention. Use of cloud based access through services such as Dropbox will be allowed with teacher permission for the storage of school related documents only.

Any person detecting a virus or what they believe may be a virus on computer equipment at Cranbourne Carlisle Primary School must immediately notify the School Office and/or the ICT Coordinator.

CHILD ESSENTIAL AGREEMENT
- I will not damage or attempt to damage the ICT resources including computers, Netbooks, printers, head phones, etc.
- I will not alter any settings on any device without prior permission from a teacher
- I will only use services as allowed by my school, using only documents and files I need for school.
- I will not eat food or consume drinks while using any school devices
- I will not attempt to connect a non-authorised device to the school network.

Internet Access and Publishing
Cranbourne Carlisle Primary School believes in the educational value of electronic information services such as Internet access and email. Schools are aware that these facilities can be open to abuse. Cranbourne Carlisle Primary School will make every effort to protect children from any misuses or abuses of these facilities.

Children at Cranbourne Carlisle Primary School will be restricted in their Internet access. If a child needs to access the Internet to search for information they must first ask teacher permission. The child must then tell the teacher the address of the site that they are visiting or how they will look for their information using a search engine. The downloading of any material from the Internet, by children, may only be done with the permission of a teacher.

CHILD ESSENTIAL AGREEMENT
- I will only access the Internet for purposes specified by a teacher
- I will not give out personal information such as my surname, address, telephone number, parents’ work address, telephone number, etc.
- I will not use material from any website, including photographs, unless I have the permission of the author or a teacher
- I will follow the school's guidelines and procedures when preparing materials for publication on the web.
- I will seek permission from a teacher before I search for or download any material from the Internet.

Any person found to be responsible for seeking or publishing inappropriate material or for failing to report their knowledge of the existence of such material will be deemed to be in serious breach of Cranbourne Carlisle’s Student Engagement Policy.
Online Behaviour

The use of mailboxes, by children at Cranbourne Carlisle Primary School, must be under the approved direction of staff. Accessing mailboxes held with other service providers is prohibited, including free services such as Hotmail, unless expressly permitted by the classroom teacher. Children are not permitted to send personal information (e.g., name, address, phone numbers, photographs, etc.) by email. Children will observe good “computer etiquette” at all times. This means using polite language and showing respect to the people with whom they are communicating.

Cyber bullying is a form of bullying which is carried out through an internet service such as via email, chat room, discussion group, online social networking, instant messaging or web pages. It can also include bullying through mobile phone technologies such as SMS. It may involve text or images (photos or drawings). Any form of cyber bullying is unacceptable at Cranbourne Carlisle Primary School.

CHILD ESSENTIAL AGREEMENT

- I will not use digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people
- I will never send my photograph to anyone
- I will always have my teacher’s permission before communicating online
- I will use acceptable and school-appropriate language when communicating online
- I will not respond to any messages that are unpleasant or make me feel uncomfortable. It is not my fault if I receive these kinds of messages. I will tell a teacher or a parent/carer.
- I will not use any unauthorised social networking, chat programs or peer to peer websites

Publishing Materials/Identifying Children

No work published outside the school may identify a person by name without the expressed permission of that person, or their parent/guardian if a child. (See Appendix A). No reference shall be made to any child by name or image, nor any work of that child published, on the Cranbourne Carlisle Primary School website and Internet unless the parent/guardian of that Child have signed and returned the Cranbourne Carlisle Primary School Website and Internet Permission Form (see Appendix B). Children are encouraged to create their own home pages and publish them on the school’s Intranet.

Misuse, Damage or Loss of School Equipment

All devices and batteries are covered by a manufacturer’s warranty. The warranty covers manufacturer’s defects and normal use of the device. It does not cover negligence, abuse or malicious damage. Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. In the case of suspected theft, a police report must be made by the family and a copy of the report provided to the school. In the case of loss or accidental damage, a statement should be signed by a parent/guardian/carer and provided to the school. If a device is damaged and the damage is not covered by the manufacturer’s warranty or any of the school’s insurance arrangements, the Principal may determine that the child’s parents/guardians/carers will pay the costs of repairing the damage or if necessary the costs of replacing the device.

Network Privacy and Security

Children must be aware that their electronic communication and work created via the school’s computer facilities and network is not private. In order to comply with its obligations under law, the school reserves the right to access children’s’ files, work and electronic communications, to ensure that the computer facilities and network are being used for acceptable purposes and in accordance with this Policy. This extends to files in connection with curriculum, incoming and outgoing email communications and sites accessed on the Internet. In addition, the school’s system administrators, as part of normal monitoring procedures, may also access children’s’ files. ‘Normal monitoring’ includes spot checks to ensure that inappropriate material, or work subject to another person’s copyright, is not being kept in private folders and inappropriate Internet sites have not been visited.

Non Adherence to the Cranbourne Carlisle Primary School ICT Acceptable Use Policy will be handled under normal Student Engagement Policy procedures. Serious breaches will incur serious penalties.
Appendix A:

Agreement to Use Information Communications Technologies at Cranbourne Carlisle Primary School

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by Cranbourne Carlisle Primary School or accessed using school owned networks or systems, including (although are not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones
- email and instant messaging
- Internet, Intranet and Ultranet
- social networking sites (e.g. Facebook, SuperClubsPLUS)
- video and photo sharing websites (e.g. Picasa, YouTube)
- blogs
- micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when any child/ren are using any of the above digital technologies at school, at home, during school excursions, camps and extra-curricular activities

CHILD AGREEMENT

I have read and I understand the document titled “Cranbourne Carlisle Primary School Information Communications Technologies (ICT) Acceptable Use Policy”. I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I agree that as a user of ICT facilities at Cranbourne Carlisle Primary School I will abide by the procedures and guidelines described in the document.

I understand that there are actions and serious consequences if I do not behave as set out in the agreement.

Child’s Name: __________________________________________________________

Child’s Signature: __________________________ Date: ____________

PARENT AGREEMENT

I acknowledge that I have explained the contents of the Acceptable Use Policy document to my child/ren. The child/ren understands what is required as a user of the ICT equipment at Cranbourne Carlisle Primary School and agrees to abide by the policy.

Parent’s/Carer’s Name/s: __________________________________________________

Parent’s/Carer’s Signature/s: __________________________ Date: ____________
Appendix B:
Cranbourne Carlisle Primary School Website and Internet Permission Form

There are several facets to the use of the Internet and email at Cranbourne Carlisle Primary School. The following lists some activities your child may engage in using the Internet.

Please sign the permission form allowing your child to participate in the following activities:

- my child may access online information to use in his/her curriculum program eg. projects
- my child may have work published on the Cranbourne Carlisle Primary School Website and be identified, by first name only eg. Amanda, as the author of that work
- my child may send and receive external email from other primary school children
- my child may send and receive external email from other people and organisations that are approved by a teacher
- my child may appear in photographs on the school website/internet, identified only by first name e.g. Amanda

Child’s Name: ____________________________________________

I have read the Cranbourne Carlisle Primary School agreement and give permission for my child to participate in the activities outlined in the Use of ICT Agreement.

Parent’s/Carer’s Name/s: ________________________________

Parent’s/Carer’s Signature/s: ________________________________

Date: ________________________________