

ICT User Code of Conduct

Rationale

St Mary's understands the role that technology can play in the development of learning, but is also aware of the need to provide a safe framework in which students can appropriately develop knowledge, skills, attitudes and values about using technology. We encourage considerate and appropriate behaviour, good manners, etiquette and responsible use of school resources.

Before students are allowed to use computers and other forms of technology in the school our Code of Conduct in respect of use of technology is discussed with students in class.

This Code of Conduct is a document that parents must also discuss with their children. The clauses in our Code of Conduct are included below.

ICT Equipment/ Device Use

Equipment/ Devices can include computers, iPads, portable storage (like a USB or flash memory device), cameras, software and privately owned devices (such as iPods and mobile phones).

① **Note:** *The sections marked with this sign are designed to provide a guide to help you discuss the rules with your child.*

1. I will use all ICT equipment and devices appropriately in the school environment, whether they are school or personally owned,

① *(This helps to ensure the equipment is available when students need to use it for their learning. It will also help to reduce the likelihood of any inappropriate activities taking place, which may put the learning environment at risk.)*

2. I will not use any ICT equipment or devices to be mean, rude, offensive, or to harass any members of the school community while at school or when involved in any school-related activity. The same rule applies when using school ICT at any time, whether at school or not.

① *(Unfortunately, technology has also provided new ways to carry out anti-social activities such as bullying and harassment. Often children become involved in these incidents without thinking of the consequences. Cybersafety Education is a key component for students, parents and teachers when dealing with the above issues.)*

3. I will follow cybersafety rules and will not join in if others are being irresponsible. I will tell the teacher of such behaviours straight away.

① *(See above rule)*

4. I will not bring software or games from outside school to use on school equipment.

① *(Installing software from home may cause conflicts with the software installed by the school. St Mary's Primary School must also abide by any licensing requirements included within the software. This means that unless the school has purchased a copy, it will not usually be legally entitled to install the software as inappropriate or illegal content may be involved.)*

5. **If I accidentally break school ICT equipment or devices, damage it through mishandling, or I find it broken when I start to use it, I will tell a teacher straight away.**
6. **If I purposely damage ICT equipment or devices at school, I understand that the Principal will be notified, parents will be notified and disciplinary action will be taken, which could include my access to ICT equipment and devices being withdrawn for a period of time.**
 - ① *(It is understood that if students intentionally damage, or steal any school ICT equipment, the school will need to inform parents about what has happened. Parents may have responsibility for the cost of repairs or replacement.)*
7. **I will only log onto the school network using my own user name and password. I will not share my password with any other person**
 - ① *(Usernames and passwords perform two main functions. Firstly, they help to ensure only approved persons can access the school network. Secondly, they are used to track how equipment is being used. Knowing who and how the equipment is being used helps the school to maintain a cybersafe environment for all users.)*
8. **I will log off or shut down the computer when I have finished using it.**

Internet Use

1. **If I accidentally come across mean, rude, or dangerous material online, I will tell the teacher straight away, without showing any other students.**
 - ① *(Anyone can publish material on the Internet, some of which contains material which is inappropriate, and in some cases illegal. The school takes a number of steps to prevent this material from being accessed. However, there always remains the possibility that a student may accidentally stumble across something inappropriate. Encouraging students to tell a teacher immediately if they find something which they suspect may be inappropriate encourages students to keep themselves and others safe.)*
2. **I will acknowledge where work has come from if I have copied it from somewhere. This includes graphics and sounds files that I use in my own schoolwork.**
 - ① *(By using the Internet, students have easy access to a large range of information and materials that can be used in school work. Most of this information is copyrighted and thus must be acknowledged if used outside the intended purpose.)*
3. **I will not give out my home address, phone number or any information about myself or my friends online.**

(This reduces the risk of students being contacted by someone who wishes to upset or harm them or use their identity for purposes which might compromise the student's privacy or security online.)

Student's Name: _____

Signature: _____

Class: _____

Date: _____