

Student Acceptable ICT Use Policy Bethania Lutheran School



Rationale

Information communication technology (ICT) is an integral part of our society and culture. We wish to ensure that our students are empowered to create, shape, select and use information communication technology appropriately. There are both benefits and challenges in the use of information communication technology.

The online world has so much to offer children - education, entertainment and interaction with young people around the world. Travelling in cyberspace, children can find a pen pal, get help with their homework, discover a hobby, become computer savvy and expand their horizons.

Even though children will find a warm welcome online, it is important to remember that the Internet is a worldwide public place. With access to computers and people all over the world also comes the availability of material that may not be considered of educational value and which is even in some cases harmful. Care must also be taken to protect the school's computer network in order that we have maximum access to these resources. We believe that the valuable information and interaction available through information communication technology far outweighs these dangers.

Information communication technology is a tool for life-long learning. With this learning tool students must understand and practice proper and ethical use. **The use of the school's computers is a privilege, not a right.** All reasonable measures will be taken by the school (including web filtering) to limit exposure of both the students and the network to harmful materials. Teaching Staff abide by their duty of care by being vigilant in regard to any controversial and inappropriate material accessed. Nevertheless, we believe students must take personal responsibility for ensuring that how they use ICT resources and what they access on the computer network is consistent with the philosophy of the school.

The failure of any user to follow the terms of the 'Acceptable Use Agreement' will result in the loss of privileges and/or disciplinary action.

ICT Acceptable Use Agreement

The following agreement covers the use of all Information Communication Technology (ICT) resources in the school. Bethania Lutheran School provides all students enrolled at the school with ICT facilities for educational use. Students may use these facilities for class work, research, recreational activities and communication. Care must be taken to ensure the resources are protected from harm and that no users are exposed to materials considered illegal or offensive. To have access to the school's ICT resources, students must agree to abide by the school's Acceptable Use Agreement:

I _____ agree to the following conditions of use of the school's ICT resources as was outlined in class on _____.

- Only software purchased or approved by the school, and installed by the school, can be used on school equipment.
- Students must follow the rules posted for the use and care of the computer at all times
- Students using the ICT equipment may only do so under the supervision of school staff. Any students not following staff instructions may have further access restricted or denied.
- 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. There will be no using or changing passwords of other students or staff.
- Students are not to download files or programmes from the Internet unless specifically instructed by a staff member.
- Printing of materials of a personal nature or unassociated with school activities is not permitted unless approved by a staff member.
- Students are not to transmit, download, upload, duplicate or copy illegal, offensive or obscene materials.
- Students have a responsibility to report threatening, obscene or offensive material on the school network to a staff member. In the case of an Internet site, the monitor should be turned off and a staff member informed immediately.
- The unsupervised use of YouTube is prohibited.
- The unsupervised use of social networking sites such as, Facebook, Hotmail, My Space, etc, is prohibited.
- The unsupervised use of chat rooms is strictly forbidden.
- Use of the school's ICT equipment to harass, bully or defame is strictly prohibited.
- Vandalism is strictly prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user.
- Students should follow network etiquette at all times. Network etiquette includes:
 - Have good manners online, be polite.
 - Always obey copyright laws.
 - Never knowingly post or forward information that is not true.
 - Do not reveal personal information without permission.
 - Treat people you meet on the Internet as if they are honoured guests at the school.
 - Do not post anonymous messages.

Signed: _____ Date: _____ Class _____

Parent Signature _____