ACCEPTABLE USE POLICY

Using School Computers and the Internet

St Patrick's Primary, Gympie
Information Technology is becoming an increasingly important part of our society and culture. We want to ensure that our students will be empowered to select and use information technology in an appropriate manner. There are both benefits and challenges in the use of information technology such as the Internet.

The Internet is a vast electronic highway linking millions of computers throughout the world. It allows students to access documents in government, education and public interest organisations and is good for fast-breaking news. Using e-mail, students can communicate with experts, other students and people with similar interests.

However, access to computers and people all over the world also may bring access to material that is not appropriate for students to view. The school Internet connection is protected by a filter called Web Sense and supplied by Brisbane Catholic Education. We also believe that students must take personal responsibility for ensuring that what they access on the Internet is consistent with the philosophy of the school as outlined in the school's mission statement.

At the beginning of each school year, students and their parents are asked to sign a *Student Code of Conduct for using the Internet and school computers*. Students who choose to do the wrong thing will have their actions recorded through the school’s Behaviour Management process. Consequences may include the following:

1. Limited computer access, through the student’s home drive, for compulsory classroom activities
2. No Internet access under any circumstances
3. A report of the student’s inappropriate use of computers will be included as part of their file. A copy of this report can be accessed by parents, if required.

At St Patrick's Primary we have Internet connections in the Library, the Computer Lab, the Administration Area and all classrooms. Access to school computers and the Internet by students will be supervised by staff members and will be primarily for educational purposes.
1. Students will follow staff instructions regarding the use of school computers and the Internet.

2. Students will take great care with all computer equipment.

3. Student behaviour when using school computers and the Internet will be mature, responsible and polite.

4. When using the Internet, students will only access appropriate information which is relevant to their work. They will make no attempt to access inappropriate material.

5. If inappropriate material is found, the student will immediately inform the teacher without communicating the fact to other students.

6. Written consent will be obtained from parents or guardians before any child's photograph, work or video footage is published on the Internet.

7. Students will not use their surnames on World Wide Web and E-mail communications. They will be taught the importance of not including surnames and addresses or giving out personal details or passwords.

8. Students will respect the privacy of staff and fellow students by not giving out their personal details or reading their E-mail.

9. Students will ensure that any E-mail they send does not contain inappropriate content.

10. Students will remember that it is a privilege, not a right, to be using school computers and the Internet.

11. When downloading information from the Internet for school work or projects, students must record the Web address.

12. This Computer Use and Internet Agreement must be signed before a student uses school computers and the Internet and is valid for 1 year.

13. Students agree to follow the above rules and are aware that breaking them will result in their actions being recorded through the school’s Behaviour Management process.
This document is the result of a consultation process involving all staff members.