



Acceptable Usage Agreement

ON-LINE RULES

I agree to follow the on-line rules set out below when I use the internet or log –on account:

- I will ask the teacher first before using any ICT device.
- I will not give my password out to others.
- I will not let other people log-on to my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my log-on account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use work form the internet if I have asked the teacher.
- If I download work or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

****In this document the reference of ICT device refers to: desk top computer, laptop, iPad, ipod, Surface tablet**.*

I understand that:

- If I use the internet or my log-on account in a way that I shouldn't I may not be able to use these in the future.
- I may be legally liable for misuse of the computer and the police may be contacted.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online service account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in School's* policy.

Name of Student: _____

Signature of Student: _____

Date: _____

Signature of Parent: _____

Date: _____



Cyber Safety Practices

Dear Parent/Guardian,

Acceptable Usage Agreement

As you are aware, ICT (information, communications technology) has been a priority at Kinross Primary School for a number of years. Our school has access to the first-rate online services provided by the Department of Education and Training. These increase the range of teaching tools available to staff and enhance the opportunities available to students.

Whilst the Internet and ICT devices bring great benefits to the teaching and learning programme, they can also expose anti-social or inappropriate, material and activities. Kinross Primary School always endeavours to provide a safe physical and emotional environment. Therefore, our staff maintains rigorous and effective *CyberSafety Practices* which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning, while minimising and managing any risks. Whilst every reasonable effort is made by the school and the Education Department to prevent student exposure to inappropriate online content, it is not possible to completely eliminate the risk of such exposure. Therefore we need to apply stringent expectations for student use of ICT.

Please note the following Guidelines expected at Kinross Primary School

1. No student may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless Kinross Primary School *CyberSafety Practices* are followed.
2. The school and the Education Department have the right to monitor access and review all use. This includes personal emails sent and received on the schools computers and network facilities.
3. The safety of children is of paramount concern. Any apparent breach of *CyberSafety Practices* will be taken seriously and parents will be informed.

Regards

Helen Demiris
Associate Principal