



ST VINCENT DE PAUL PRIMARY SCHOOL

Woodland Street

Strathmore 3041

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ICT Acceptable Use Policy

Dear Parents,

At St Vincent de Paul Primary School we incorporate the use of Information and Communication Technologies (ICT) across many areas of the curriculum and use a wide range of hardware and software to enhance student learning. We utilise equipment such as digital still and video cameras and access resources from the Internet.

To promote responsible use of the school's network, E-mail, Internet and hardware and software resources, can you please read the Acceptable Use Policy and Student Code of Conduct with your child. Please sign and return to school the permission form on the last page of this letter.

In accepting an account, your child accepts the responsibility of using the St. Vincent de Paul Learning Technologies in an appropriate manner.

Once this form is returned to school your child will be able to use the school's computers, and Internet. Please keep at home your copy of the Acceptable Use Policy and Student Code of Conduct for your reference.

If you have any questions, please do not hesitate to contact either Travis Carrick or Liz Piccione.

Thank you,
Travis Carrick and Liz Piccione
ICT Co-ordinators

School Website:
www.svstrathmore.catholic.edu.au

Google Classroom Website:

Student Google Account
Username: first name + first three letters of surname @svstrathmore.catholic.edu.au

This agreement remains valid until either the Acceptable Use Policy is updated or the child leaves the school.

SVDP Student Code of Conduct

1. I will take full responsibility for my own actions when using the Internet.
2. I will not give out personal information or other people's, such as my address, telephone number, parents' work address / telephone number, or the name and location of my school without the permission of a teacher.
3. I will not send my picture or anything else without first checking with a teacher.
4. I will compose emails and internet forum posts using only language I understand is acceptable at St.Vincent de Paul Primary School.
5. I will not respond to any messages that are offensive, or that in any way make me feel uncomfortable.
6. I will access only appropriate information that is relevant to the work I am completing.
7. If I happen to find inappropriate materials whilst using the Internet, I will leave the site immediately and tell a teacher. I will not download the material and I will not tell anyone where to find it.
8. I will respect the privacy of my fellow students when using internet networking tools such as emails, discussion boards or/and communication tools.
9. I will ensure that messages I send out on internet networking tools, show that I am a positive ambassador for St.Vincent de Paul Primary School and will not contain any inappropriate or offensive content.

In conclusion - Use of the St. Vincent de Paul Primary School Learning Technology Network and the Internet is a privilege. Violating the above guidelines will result in a temporary or permanent loss of the student's rights as a user of the computers.

St Vincent's is aware of its responsibility and duty of care for students. Whilst all care is taken to teach the students the safe way to use the Internet it is still possible that students may access inappropriate material. Staff will try to counteract this by teaching students effective use of this valuable resource and ensuring supervision at all times.

School Computers & ICT Equipment	Internet
<ul style="list-style-type: none"> Students will use school ICT equipment (computers, cameras, iPads, laptops etc.) with care at all times. 	<ul style="list-style-type: none"> Students will only use child friendly search engines.
<ul style="list-style-type: none"> Students will always ask their teacher to use a Memory stick they have brought from home. 	<ul style="list-style-type: none"> Students will click on HOME and report any unsuitable material or material that makes them feel uncomfortable on websites to their teacher.
<ul style="list-style-type: none"> Students will save all their work into their folder. 	<ul style="list-style-type: none"> Students will only access Internet areas chosen by their teacher and available through the EDU channel.
<ul style="list-style-type: none"> Classroom desktop displays must not be changed in any way. 	<ul style="list-style-type: none"> Students will NEVER give out personal information such as their last name, telephone number, home address or email while using the Internet.
<ul style="list-style-type: none"> Students will only log onto the network using their username and password. 	<ul style="list-style-type: none"> Students will only use their username and password to access the Internet.
<ul style="list-style-type: none"> Students will not use a computer that has been logged onto by a teacher or other student. 	<ul style="list-style-type: none"> Students must close all pop ups.
<ul style="list-style-type: none"> Students will always log off once finished working on the computer. 	
Printing	E-mail
<ul style="list-style-type: none"> Students must ask their teacher before printing. 	<ul style="list-style-type: none"> Students are not to use bad language or send messages that would hurt another student.
	<ul style="list-style-type: none"> Students are only allowed to use their email account to send an email at school.
	<ul style="list-style-type: none"> Students need to ask their teacher before sending an email.

This agreement remains valid until either the Acceptable Use Policy is updated or the child leaves the school.

ICT Acceptable Use Policy and Student Code of Conduct

Parent and Student Agreement

Parent/Guardian Agreement

- I agree to allow my child to access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured
- I expect that adequate supervision will always be available when my child is using the Internet.
- I have explained to my child that he/she should inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.
- My child is aware that he/she should never give out personal information, including their last name, phone number, or home address when using the Internet.

I have talked about the School Acceptable Use Policy and Student Code of Conduct with my parents and agree to use the school ICT equipment, network and Internet in an appropriate manner. I understand and will follow the Student Code of Conduct.

Student's Signature _____

Grade: _____

Date: _____

I have read the Acceptable Use Policy and Student Code of Conduct with my child. I understand and agree to terms of the Acceptable Use Policy and Student Code of Conduct. I give permission for my child to use the school ICT equipment, network and Internet at St Vincent de Paul Primary School.

Parent's Signature _____

Date: _____