



ACCEPTABLE USER POLICY

Reviewed 2012

Dear Parents,

Attached is an Acceptable Use of Learning Technology Student Agreement document. The purpose of this document is to formalise the rules and procedures that students need to follow when accessing any form of Technology at St Michael's.

Rules for acceptable use of Technology have been in place for a considerable time at St Michael's and have recently been revised to keep up with changes in availability of information. This next step of having the students sign an Acceptable Use Agreement is aimed at making the students aware of their rights and responsibilities when using technology.

Parents are asked to read the policy with your child/ren and then discuss what it means. It is important in today's society that students are aware of the implications of retrieving and sending information online. Their safety and privacy are our concern. The Agreement will also be discussed in the classroom so the students would already be aware of what is acceptable use.

After reading and discussion has taken place, the student as well as the parent/s, are asked to sign the Agreement and return it to school.

Please return the signed Agreement to your child's class teacher.

ACCEPTABLE USE OF LEARNING TECHNOLOGY STUDENT AGREEMENT

When I use the Internet, I have responsibilities and rules to follow.

I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images
- protect my own password and never use a password belonging to someone else
- be respectful in how I talk to and work with others online and never write or participate in online bullying
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- help protect school computers from viruses by ensuring USB flash drives are free from viruses before bringing them to school
- not go looking for inappropriate or offensive sites
- use the Internet at school to help me to learn
- remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
 - I need help online
 - I am not sure what I should be doing on the Internet
 - I come across sites which are not suitable for our school
 - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that if I choose not to follow the school rules when using Learning Technology, the consequence will be that I am not allowed to use Learning Technology at school for a period of time set by my class teacher and a member of the Staff Leadership Team.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the agreement.

I will contact the school if there is anything here that I do not understand or concerns me.

Parent/Guardian Signature:

Date: