



Acceptable Use Policy for Students.

St Paul's Catholic Primary School is pleased to offer students access to the computer network for use of the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to the school office. This document sets out the school's policy for student use of:

- The schools computer system, which includes the schools computers and all hardware, software, networks, Internet and email.
- Electronic devices, personal and school owned.

What is a device?

A device means any device including laptops, desktops, iPods, mobile phones and iPod touches regardless to whom they belong, that are brought onto school property or to school activities that are connected to the schools network or facilities.

What happens if I don't comply with this policy?

If I don't use the schools computer system or devices in accordance with this policy the school may take disciplinary action, including limiting or removing access to the schools computer system, or confiscation of the device to be picked up by a parent or guardian.

What are my responsibilities?

Students must:

- Use the school's equipment carefully and follow all instructions about how to use and take care of it.
- Respect the rights and dignity of other people when using the schools computer system and devices.
- Not tell anyone my password except as required by the school (ONLY Yrs 3 to 6 have individual accounts and passwords)
- Not access another person's email or Internet account without that person's permission or the expressed consent from the school.

What am I allowed to do?

Students can use the schools computer system and devices:

- Only for school related programs and activities unless otherwise authorized.
- In an appropriate and lawful manner.

What am I not allowed to do?

Students must not knowingly use the schools computer system or any device to:

- Send, forward, attach, upload, transmit, download, link or store any images, content links or material that:
 - Is or may be, defamatory, harassing, threatening, racist, sexist, sexually explicit or otherwise offensive;
 - Is, or may be interpreted to be, insulting, vulgar, rude, destructive, derogatory, harmful or immoral;
 - Contains any virus, worm or other harmful or destructive code; or
 - May injure the reputation of the school or cause embarrassment to the school.
- Spam or mass mail or to send chain mail;
- Infringe the copyright or other intellectual property rights of another person;
- Perform any activity using an anonymous or misleading identity;
- Engage in any illegal or inappropriate activity;
- Engage in cyber bullying;
- Access the internet using another person's name or account;
- Download software (licensed, shareware, freeware, evaluation or otherwise) other than as directed by the school;
- Download excessive quantities of data, other than in the ordinary course of learning;
- Use for an unauthorized purpose; or
- Compromise the security of the computer system.

Will my use be monitored?

Yes. All actions performed using the school's computer system or devices may be monitored by the school or by another person on the schools behalf. All emails sent and received using the school's computer system may be recorded and may be archived indefinitely. Students should expect that logs of their email and web usage will be reviewed by the school or another person acting on the school's behalf.

Can my device be taken and/or accessed?

Devices may be taken and accessed if it is believed that:

- There has been or may be a breach of the school's rules or policy; or
- There may be threat of harm to a student, another/others or system security.

If unacceptable files and/or content is found those files/content may be deleted, and disciplinary action may be taken. If the circumstances warrant the school may also pass the material to the police.

What else?

In general, you must act carefully, responsibly and with respect for others. If you feel unsure about what to do in a particular circumstance, or if something happens that you are not comfortable with, speak with a teacher.

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ACCEPTABLE USE POLICY CONSENT FORM

Please remove this section and return to the class teacher as soon as possible.

STUDENT NAME:

I have read and understand the St Paul's School Acceptable Use policy .

I understand that if I break one of these rules I may not be permitted to use the school computers, email or Internet in the future.

Surname:.....Given Names:

Class: Student Signature: Date:

PARENT / CAREGIVER

I have read and discussed the St Paul's School Acceptable Use policy with my child.

Signed: Date:

TAKING / USE OF PHOTOGRAPHS

STUDENT NAME:

I give permission for photographs of my child to be taken / used for:

School Publications: YES NO

Diocesan Publications: YES NO

Internet Publications (e.g. School Website): YES NO

Parent Signature Date: