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Dear Parents/Guardians

As you are aware, Talara Primary College is committed to the provision of a futures orientated curriculum. Student access to and use of a variety of computer hardware, software and information sources, including internet and email, represents a significant element of our curriculum. Opportunities exist to further the education goals of the school by networking with others and accessing unique information and resources through these technological mediums.

However, student access to and use of computers needs to be carefully managed in a number of ways. One such way is to provide clear guidelines to students on the correct use of computers, software and information sources. Central to these guidelines is agreement from the students and their parents/guardian, that these guidelines will be met at all times. Parent/carer permission for students to use email and internet is required.

Talara Primary College has an Acceptable Use Agreement for Technology. The essence of the section of the policy which applies to students is captured by the following information and declarations. We ask that you read through this information carefully with your child and discuss the implications of the issues addressed.

*Kind Regards,
Stephen Adams
Principal*

ICT Acceptable Use Agreement

Information and communication technology (ICT), including access to and use of the internet and email, are essential tools for schools in the provision of innovative educational programs. At Talara Primary College we are constantly exploring new and innovative ways to incorporate safe and secure ICT use into the educational program. School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program.

Responsibilities for using the school's ICT facilities and devices

- Students are expected to demonstrate safe, lawful and ethical behaviour when using the school's ICT network as outlined in the Talara Primary College Responsible Behaviour Plan.
- The school will educate students regarding cyber bullying, safe internet and email practices, and health and safety regarding the physical use of ICT devices. Students have a responsibility to behave in line with these safe practices.
- Use of the school's ICT network is secured with a user name and password. The password must be difficult enough so as not to be guessed by other users and is to be kept private by the student and not divulged to other individuals (e.g. a student should not share their username and password with fellow students).
- Students cannot use another student or staff member's username or password to access the school network. This includes not browsing or accessing another person's files, home drive, email or accessing unauthorised network drives or systems. Additionally, students should not divulge personal information (e.g. name, parent's name, address, phone numbers), via the internet or email, to unknown entities or for reasons other than to fulfil the educational program requirements of the school.
- Students need to understand that copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.

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Publishing on the Internet

As part of the learning experience, students may be required to produce material which will become part of an internet site. Students are permitted to either access or publish on the internet only after their parents have signed the attached declaration.

Responsibility for the spelling, presentation, accuracy and content of all web page items rests with the student in the first instance and the teacher in the second. Web pages will be uploaded to the World Wide Web by a member of Talara's staff only, not by students.

Acceptable use by a student

It is acceptable for students while at school to:

- use ICT devices for
 - ✓ assigned class work and assignments set by teachers
 - ✓ developing appropriate literacy, communication and information skills
 - ✓ authoring text, artwork, audio and visual material for publication on the intranet or internet for educational purposes as supervised and approved by the school
 - ✓ conducting general research for school activities and projects
 - ✓ communicating or collaborating with other students, teachers, parents or experts in relation to school work
 - ✓ accessing online references such as dictionaries, encyclopaedias, etc.
 - ✓ researching and learning through the department's eLearning environment
- be courteous, considerate and respectful of others when using an ICT device
- switch off and place out of sight the mobile device during classes, where these devices are not being used.
- not knowingly download viruses or any other programs capable of breaching the department's networks security;
- use camera, video or audio functions only with the explicit direction from your teacher;
- consequences will occur if someone's privacy is invaded by recording and/or distribution of personal material

School students, only with the approval of the principal, may be permitted limited connection of personally-owned mobile devices to the department's network, where this benefits the student's educational program. (ie: Year 6 BYOx Program)

Responsibilities for using a personal device

- Prior to any personally-owned mobile device being used, approval must be sought from the school to ensure it reflects the department's security requirements.
- Students are responsible for the security, integrity, insurance and maintenance of their personal mobile devices and their private network accounts.
- All files are to be scanned using appropriate virus software before being downloaded to the department's ICT network.
- Any inappropriate material or unlicensed software must be removed from personal mobile devices before bringing the devices to school and such material is not to be shared with other students.

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- Unacceptable use will lead to the mobile device being confiscated by school employees, with its collection/return to occur at the end of the school day where the mobile device is not required for further investigation.
- Use personal mobile device for private use before or after school
- Seek teacher's approval where they wish to use a mobile device under special circumstances.

Students are not to take or use devices during assessment or exams unless permitted by their teacher.

Student:

I understand that the school's information and communication technology (ICT) facilities and devices provide me with access to a range of essential learning tools, including access to the internet.

While I have access to the school's ICT facilities and devices:

- ✓ I will use it only for educational purposes;
- ✓ I will not reveal my password or allow anyone else to use my school account.
- ✓ I will not reveal names, home addresses or phone numbers – mine or that of any other person
- ✓ I will not use computers and associated hardware unless a teacher is present in the room
- ✓ I will not alter the configuration of the computers
- ✓ I will not download any file (including computer programs, video & audio files) without teacher permission

I understand that my online behaviours are capable of impacting on the good order and management of the school whether I am using the school's ICT facilities and devices inside or outside of school hours.

I understand that if the school decides I have broken the rules for using its ICT facilities and devices, appropriate action may be taken as per the Talara Primary College Responsible Behaviour Plan, which may include loss of access to the network for a period of time.

Parent or Guardian:

I understand that the school provides my child with access to the school's information and communication technology (ICT) facilities and devices for valuable learning experiences.

I will ensure that my child understands and adheres to the school's appropriate behaviour requirements and will not engage in inappropriate use of the school's ICT facilities and devices. Furthermore I will advise the school if any inappropriate material is received by my student/child that may have come from the school or from other parties.

I understand that the school does not accept liability for any loss or damage suffered to personal mobile devices as a result of using the department's facilities and devices. Further, no liability will be accepted by the school or other families in the event of loss, theft or damage to any device.

My student understands this responsibility, and I hereby give my permission for him/her to access and use the school's ICT facilities and devices under the school rules. I understand where inappropriate online behaviours negatively affect the good order and management of the school, the school may commence disciplinary actions in line with this user agreement or the Talara Primary College Responsible Behaviour Plan. This may include loss of access and usage of the school's ICT facilities and devices for some time.

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Authorisation and Controls

The principal reserves the right to restrict student access to the school's ICT facilities if access and usage requirements are not met or are breached. However restricted access will not disrupt the provision of the student's educational program. The Department of Education, Training and Employment monitors access to and usage of their ICT network. The department may conduct security audits and scans, and restrict or deny access to the department's ICT network by any personal mobile device, if there is any suspicion that the integrity of the network might be at risk.

Parent/Guardian & Student Declaration ALL STUDENTS

Child's name: _____

Parent's or Guardian's Name: _____

Date: _____

I have read and discussed the Acceptable Use Agreement with my child and I understand that Internet access is designed for educational purposes at Talara Primary College. I also recognise that Education Queensland has procedures in place to restrict access to controversial materials but there is no absolute guarantee.

I give permission for my child to:

- Access the Internet for information within their classroom program.
- Publish written work on the Internet using their first name only.
- Publish artwork on the Internet using their first name only.
- Send and receive external email from other Primary School students.
- Send and receive external email from other people and organisations as approved by their classroom teacher

(Parent or Guardian's Signature) _____

(Student's Signature) _____