Talara Primary College

Information Technology

Student Access Guidelines

Introduction
Talara Primary College’s computer facilities are provided to allow students to access and use a variety of computer hardware, software and information sources, including the Internet and email. These facilities are provided to further the educational goals of the school community, through access to unique resources and opportunities for collaborative work.

Access to computer facilities and the Internet is conditional on students complying with the Acceptable Use Policy [as documented in the School’s Prospectus] and Access Guidelines.

Use of Computers
Students will not:
• Place food and drinks at or near the computers and associated hardware
• Use the computers and associated hardware unless there is a teacher present in the room
• Alter the configuration of the computers
• Add or remove any software without permission, add or remove any hardware

Use of the Internet & Email
The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people around the world.

It is possible that your child may find material on the Internet that you would consider objectionable. Education Queensland’s Connect Ed Software restricts access to material that is inappropriate in the school. However, the software is not completely effective in blocking access and although your student’s use of the Internet will be supervised by staff, we cannot guarantee that your child will not gain access to inappropriate material.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child’s age. The various levels of access are:
• World Wide Web: All students will have access to the Web through the District’s networked computers.
• Email – Classroom Accounts: Students will be granted email access only through a classroom account. Students may be provided with an individual account under special circumstances at the request of their teacher and with the approval of their parent.

Publishing on the Internet
Responsibility for the spelling, presentation, accuracy and content of all web pages rests initially with the student publisher and secondly with their classroom teacher
Prior to publication on the World Wide Web hard copies of all web pages will be kept by the classroom teacher.
Only the Internet Manager/s will upload web pages onto the Internet.

➢ The classroom teacher will read all incoming external email that is not from another primary school prior to distribution.
➢ Students are permitted to either access or publish on the Internet after they and their parents have signed the Internet Protocol.

Misuse
Use of the computer facilities and the Internet is a privilege, not a right. Inappropriate use including not following the Access Guidelines, Internet Protocol and Acceptable Use Policy, may result in the cancellation of access.
Parent or Guardian’s Declaration

Child’s Name: __________________________________________
Parent or Guardian’s Name: __________________________________________
Date: __________________________________________

I have read and discussed the Access Guidelines 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 that this is not always possible.

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) __________________________________________

• Appear, unnamed, in photographs on the Internet

(Parent or Guardian’s Signature) __________________________________________

Student’s Declaration

When using the Internet at Talara Primary College I will:

• surf only within the area specified by my teacher
• not give out personal information such as my surname, address, telephone number, parents’ work address/telephone number
• never send a person my picture or anything else without first checking with my teacher
• always have my teacher’s permission before sending e-mail
• not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
• if I come across any information that is unsuitable or makes me feel uncomfortable I will click on home and then tell my teacher right away.

When using the Talara Primary College computers I will not:

• Place food and drinks at or near the computers and associated hardware
• Use the computers and associated hardware unless there is a teacher present in the room
• Alter the configuration of the computers
• Add or remove any software without permission, add or remove any hardware

I have read the Talara Primary College Access Guidelines with my parents or guardians and discussed the contents.

I understand that I need to use Talara Primary College’s computers in an appropriate manner and in accordance with the Access Guidelines. If I do not I will be banned for a period of time.

Student’s Name: ____________________________ Student’s Signature: ____________________________

Date: ____________________________