



Drysedale Primary School

ACCEPTABLE USE POLICY

PURPOSE

Drysedale Primary School places a high priority on providing Internet facilities and ICT equipment which will benefit student learning outcomes and the effective operation of the school.

Drysedale Primary School also has an obligation to maintain a safe physical and emotional environment for staff and students.

Drysedale Primary School recognises that the presence in the learning environment of these ICT technologies may also facilitate anti-social, inappropriate, and possibly even illegal behaviour and activities. The School aims, therefore, to maximise the benefits of these technologies, while at the same time to minimise the dangers and manage the risks.

Our curriculum educates students on being Cybersafe and the safe and responsible use of ICT. The school also considers the provision of staff training in the proficient use of emerging technologies as important.

SCOPE

This policy is for anyone who accesses and uses ICT resources and equipment at Drysedale Primary School and they must abide by the expectations set out in this policy.

POLICY

1. Users must only access or attempt to access material that is appropriate for school use. While every attempt is made to ensure the security of DET ICT resources, users must be aware that this security is not guaranteed, particularly when communicated to an external party.
2. If users find they are viewing inappropriate material or at any time feel uncomfortable about the material on their screen, they should turn off the screen, close the lid, or close the cover (but not turn off the computer/device), and report the incident to their teacher or a member of the Principal team who can investigate the problem.
3. Users must use appropriate and respectful language in all electronic communication.
4. Users must not use the internet, social media or email to bully, harass or intimidate another person. Laws exist regarding cyberbullying and require that the school acts on known cyberbullying, even if it takes place out of school hours or on home computers/devices, when it is known about and has an impact on the perceived safety of our students.

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5. All students from years 3-6 are given usernames and passwords to access computers and the internet and students must keep their passwords private and secure. If a student becomes aware that others know their password or that of someone else, they must notify their teacher immediately.
6. Student netbooks should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
7. Users must take care with all equipment they use. any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the parent/carer who will receive an invoice for the repair.
8. Users must only use school printers for educational purposes. Students who wish to print in colour, must first obtain the permission of the teacher.
9. Users are only allowed to use computer games, movies, video, music or programs for educational purposes and with the explicit permission of their class teacher.
10. Copyright and privacy laws must be adhered to when obtaining any programs or content from the internet.
11. Students must only use school email accounts to create an account for online activities for educational purposes and with the explicit permission of their class teacher.
12. Students can only use Drysdale Primary School ICT resources, including the school network, under the supervision of Drysdale Primary School staff. This includes before and after school and at recess or lunchtime. Netbooks can only be used outside of the classroom buildings, with the specific permission of a teacher at that time.
13. Drysdale Primary School recognises the need for some students to contact parent/carers before and after school and provides safe storage for these devices at the office. Students' mobile phones must be switched off and handed to the office upon arrival at school as per the *Drysdale Primary School Mobile Phone Policy*.
14. Users are required to protect their own privacy as well as the privacy of others when using ICT at school and at home. The use of photographs, images or video of other people without their explicit permission is a breach of privacy.
15. This Acceptable Use policy also applies during school excursions, camps and extracurricular activities. In some instances, an exception may be granted by the Principal team as per the *Drysdale Primary School Mobile Phone Policy*.

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Sanctions

Any inappropriate use of electronic equipment will be dealt with in accordance with the school's behaviour management policy. This also includes any inappropriate online activities which are illegal and, as such, may be reported to police.

REVIEW

This policy was reviewed in September 2021 and is scheduled for review in September 2023.

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