



18th May, 2016

ACCEPTABLE USE CONTRACT

Rules for Responsible Information Communication Technology Use

The rules for responsible Information Communication Technology (ICT) use, which are as follows, are intended to minimise the likelihood of harm by educating students and setting standards which will serve to protect the school and its students. We would encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while he/she is using ICT.

In ticking each rule and signing the contract below you are accepting the rules for responsible Information Communication Technology use.

Using computers, mobile devices, the Internet, email and communication tools:

- ☐ I will only access the computer network system with the login and password I have been given, which I will keep private.
- ☐ I will not access, view, examine, alter, amend, delete, copy or transmit documents, files or data created by another student without their consent.
- ☐ I will use USB sticks for school work only, not music, games or other inappropriate files.
- ☐ I will gain permission before printing or inserting a USB/CD.
- ☐ I will not display, transmit, redistribute or forward confidential information about oneself or another such as, but not limited to, home addresses, phone numbers, email addresses and birthdates without proper authorisation.
- ☐ I will not modify or change computer settings and/or internal or external configurations without permission.
- ☐ I will not harm, disrupt, degrade or destroy DEC or school equipment, data, networks, system performance.
- ☐ I will not use personally owned information communication technology, such as but not limited to, smartphones, smartwatches and tablets, to film, take photographs, connect to the internet and access applications.
- ☐ I will ask permission from a teacher before using the internet.
- ☐ I will report any unpleasant material to my teacher immediately because this will help protect other pupils and myself.
- ☐ I understand that the school may check my computer files and may monitor the internet sites I visit.
- ☐ I will not sign up or subscribe to anything without permission from my teacher.
- ☐ I will respect copyright and will not use Putney Public School's technology resources to copy, download, store or transmit any material authored or owned by another individual.
- ☐ I will ask permission from a teacher before checking e-mail.
- ☐ I will only email and read emails from people my teacher has approved.
- ☐ I will immediately report any unpleasant messages sent to me because this would help protect other pupils and myself.
- ☐ I understand that e-mail messages I receive or send may be read by others.
- ☐ I will only use teacher-permitted blogs, wikis, discussion forums and other communication tools for instructional, school-related activities.
- ☐ I will not access personal, non-DEC email accounts.
- ☐ I will not use disrespectful language in emails, blogs, wikis, or other communication tools.

I have read the Acceptable Use Contract and the rules for responsible Information Communication Technology (ICT) use with my child. I understand that although staff will supervise my child's use of the iPad/mobile device and the Internet, it is my child's responsibility to not access inappropriate material.

Signed (parent/guardian) _____ Date _____

I have read the Acceptable Use Contract and the rules for responsible Information Communication Technology (ICT) use. I agree to observe these rules at all times. I understand that if I do not follow these rules, my access to the ICT will be denied and I may face other disciplinary measures.

Signed (student) _____ Date _____