ARTARMON PUBLIC SCHOOL

COMPUTER/INTERNET ACCEPTABLE USE POLICY

I, the undersigned, hereby declare that I will abide by the rules set out below.

Access and Security
I will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through Internet and Email Services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
    - a message that was sent to them in confidence.
    - a computer virus or attachment that is capable of damaging recipients' computers.
    - chain letters and hoax emails.
    - spam, eg unsolicited advertising material.
- never send or publish:
    - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
    - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
    - sexually explicit or sexually suggestive material or correspondence.
    - false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and Internet and Email Services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of Internet and Email Services can be audited and traced to the e-learning accounts of specific users

Privacy and Confidentiality

I will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

I will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

I will :

- be held responsible for my actions while using Internet and Email Services.
- be held responsible for any breaches caused by myself allowing any other person to use my e-learning account to access Internet and Email Services.

the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

I will report:

- any Internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside the NSW Department of Education and Training.

Use of school computers
Students are only to access software applications and their own files.

I will not:
- Change any settings on the computers (local or network).
- Access any other students' files without permission.
- Print without teacher's permission.
- Bring in disks or equivalent (USB drives).

Cyber Bullying
Cyber bullying is a form of bullying using text or images sent by emails or mobile phone or by posting on websites. I will not:
- threaten or harass any student, teacher or parent through the use of mobile phone, email or on a website. Harassment is acting in a manner that distresses or annoys another person.
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Please return permission slip below to your child's class teacher
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I will try and maintain the highest standards of honesty and integrity in relation to my use of the computer and network at Artarmon Public School
I understand that by disobeying the rules set out in the school policy I will incur a penalty.

Student Name:_____   Student Signed:_____

I have read and discussed the policy with my child.

Parent/caregiver:_____   Parent/Caregiver Signed:_____

Date:_____