



## Carrum Primary School 3385

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# Carrum Primary School ICT Code of Practice for Students: Grade 3-6

Dear Parents/Guardians,

The Internet is an amazing resource for use in school. It enables children to research and use a variety of interactive learning resources, which stimulates both learning and creativity.

Unfortunately, the use of the Internet is not without its dangers and some materials accessible through it are inappropriate for primary school aged children. Although no system can be guaranteed as a 100% safe, the huge benefits far outweigh the disadvantages and every reasonable precaution, including monitoring and filtering systems, are used to ensure that children will be safe when they use the internet and ICT systems.

Whilst the school monitors ICT use in school, it needs to be understood that students also have an important responsibility when they use the Internet and school equipment. Please read through the **ICT Code of Practice for Students** with your child and impress upon them how important they are.

Please complete and return this form (*overleaf*) to show that you have read, agreed and discussed the **ICT Code of Practice for Students**.



# Carrum Primary School

## ICT Code of Practice for Students

### ICT Acceptable Use Policy

1. I know that I will get to use the ICT resources, including the Internet, if I use them responsibly. I understand that if I do not, I may not be allowed to use these resources at school.
2. I know that “being responsible” means I should not look for inappropriate images, bad language or violent games, and I know that if I accidentally came across any I should report it to a teacher or parent. I know that my teacher can check the websites I have visited.
3. I will treat my password like my toothbrush – and not share it with anyone (*even my best friend*), and I will log off when I have finished using the computer.
4. I will NEVER tell anyone I meet on the Internet my home address, my telephone number or my school’s name without permission, or send a picture of myself. I will NEVER arrange to meet anyone in person.
5. I will always be myself and not pretend to be anyone or anything that I am not. I know that the posting of anonymous messages and the forwarding of chain messages is not allowed.
6. At school, I will not download any software from the Internet. I know that information on the Internet may not always be reliable and may need checking.
7. If I bring in memory sticks or CD’s from outside school, I will give them to the teacher to check for viruses and content, before opening a file.
8. I will be polite and sensible when I email others and not send, or encourage, material that may offend or annoy others or invade another person’s privacy.
9. I know that I am not allowed on personal email, social networking sites or instant messaging while I am at school.
10. I will not bring a mobile phone or other electronic devices to school unless advised by the school to do so.
11. I understand that my device will only have approved Apps. Apps that the school deems inappropriate will not be permitted at school.
12. If I bring a device to school I know I must sign it in to my teacher at the beginning of the day and sign it out before I leave school.

#### USER AGREEMENT

I have read the ‘ICT Code of Practice for Students’. I understand and agree to follow this Code of Practice.

Student Name: \_\_\_\_\_ Student Signature: \_\_\_\_\_  
(PLEASE PRINT)

Parent/Guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(PLEASE PRINT)