



Carrum Primary School 3385

Walkers Road, Carrum 3197

Telephone: 9772 1117

Facsimile: 9776 1586

Carrum Primary School ICT Code of Practice for Students: Prep-2

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 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 discuss the points and impress upon them how important they are. Once your child has understood each point, have them tick the box.

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

1. Looking after myself

When I use digital technologies I will:

- Keep all personal information secret.

This means:

- When online I will not tell anyone my name, age, address, phone number or school.
- I will only tell my password to my parents and teacher.

2. Looking after others

When I use digital technologies I will:

- Say and do nice things.

This means:

- I will not post any mean comments about my friends or peers.
- I will not take photos of my friends and peers without their permission.
- I will not post any photos of my friends or peers online.
- If I see anything that upsets me, my friends or my peers I will tell my parents or teacher.

3. Safe use of technologies at school

When I use digital technologies at school I will:

- Make sure I turn computers/IPads/tablets on and off correctly.
- Make sure I quit out of all programs once finished.
- Only go on activities or websites of my choice once instructed by the teacher and after completion of task.
- Look up age appropriate content.

If I do see something bad I will, use the back button or quit the program and tell the teacher.

4. Understanding of consequences

I understand that if I am not using digital technologies in the correct manner there will be consequences.

I understand the teacher will decide what the consequences of my actions will be.

These consequences could involve: teacher discussion of behaviour, not being able to access digital technologies for a set time, parents being notified.

5. Student and parent declaration

My parents have discussed all parts of the acceptable use agreement with me.

I have understood all parts and have ticked the boxes to show this.

Student name: _____
(PLEASE PRINT)

Student signature: _____

I have read through all parts of the acceptable use agreement with my child.

My child has understood each part and has ticked the boxes to show this.

Parent/Guardian name: _____
(PLEASE PRINT)

Signature: _____