

Challa Gardens Primary School

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Information and Communication Technology

Acceptable Use Agreement

Information and Communication Technologies (ICTs) includes the use of computers, the school network, the Internet, Interactive Whiteboards, digital/video cameras and scanners.

At Challa Gardens PS computers are used to enhance teaching and learning in several ways: for publishing students' work, for communicating with other people, for research and learning basic skills.

The rules we follow at Challa Gardens PS when using computers are:

General Use

1. When I am using ICTs, I will use my time effectively to complete the set task.
2. I will work cooperatively when I am using ICTs.
3. I will take care of the school's hardware and software.
4. I will only use school software.
5. I will check with my teacher before using a floppy disk, CD-Rom or USB drive.
6. I will log on using my individual or class Username and password only.
7. I will start and shut down the computers correctly.
8. I will only print with teacher permission.
9. I will log off the computer when I have finished.
10. I will save my work in my folder on the student drive.
11. I will respect the privacy of other people's work and folders.
12. I will take care when using an Interactive Whiteboard with teacher permission.

Internet Use

13. I will access web sites that are relevant to the information I need and with teacher permission.
14. If I see or hear anything on a web site that I am unhappy with, I will click the Home button and tell my teacher immediately.
15. When I use e-mail, forum boards & chat rooms, the messages I send will be polite & sensible.
16. I will not give out any personal information about myself or others unless I have the permission from a teacher. (eg name, address, phone number, parents' names)
17. If I receive any messages that I do not like, I will tell a teacher immediately.
18. I will not copy other people's work, and call it my own, including information on the Internet.
19. I know that the school may check my computer files and may monitor the Internet sites I visit.

As a responsible computer user at Challa Gardens Primary School, I will follow the above rules.

If I break any of these rules, then I will be unable to use the computers at school. I will need to renegotiate how I use computers at school.

Student's Name	Student's Signature (if able to sign)
Parent/Caregiver's Name	Parent/Caregiver's Signature



Government of South Australia
Department for Education and
Child Development