

University Park Primary School Student Technology Code of Practice

University Park PS recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/ guardians work with us and encourage this behaviour at home.

This Code of Practice has been developed for students at University Park PS and is consistent with the department's *Acceptable Use Agreement Guidelines*.

Students of University Park Primary School may access the Internet and Email after signing the following declaration.

Everyone has the right to learn responsibly	Everyone has the right to feel safe and comfortable
<ul style="list-style-type: none"> • I will work cooperatively on all ICT equipment in a mature, responsible and courteous manner • I will only use the school computer facilities for school work • I agree to follow all teacher instructions when using ICT equipment • I will not delete or access any files from the network unless they are my own • I will not intentionally disrupt or harm computer equipment. • I will log off when I have finished using a computer. • I will always have my teacher's permission before sending email. • I will only use the printers with teacher permission and under teacher supervision. • I will not copy, download or install anything on the school equipment without permission • I will tell a teacher or the Principal if I become aware of any inappropriate online communication involving UPPS' students • I will not use personal mobile devices while at school • I will only login using my own username and password • 	<ul style="list-style-type: none"> • I will only use my first name when communicating with other people • If I come across material that is unsuitable or makes me feel uncomfortable I will turn off the monitor and call the teacher immediately. • I will not send, produce, show or search for things that might offend others. • I will not upload photos of other people without permission • I will not give out personal information about myself, others or send photographs to unknown people over the Internet without permission. • I will not use chat facilities, unless supervised by school staff. • I understand that the school records when and where I have gone on the internet. • I understand that if I do not follow this Code of Practice I will face serious consequences as determined by the Principal eg. Loss of access to the Internet. • I understand that if I post inappropriate material online, the school may suspend me for up to 2 days

Student Agreement

Student Name:		
Grade	Signature	Date
Foundation		
Grade 1		
Grade 2		
Grade 3		
Grade 4		
Grade 5		
Grade 6		

I understand that everything I post online combines to make my digital footprint. I will remember that what I share with my friends may also be viewed by people I don't know and once it's online it could be there forever. **I will think before I post.**

I have discussed this with my parents and agree to follow all the rules and guidelines in this agreement. I realise that access to ICT is a privilege and if I break these rules, I will not be allowed to use the ICT equipment for a negotiated time and could be suspended.

Parent Agreement

Parent/Guardian Name:	
Signature	Date

Technology is a term used which includes: computers, netbooks, ipads, tablets, IWBs, ipods and any other technological device.

** Parent/Guardian signatures will be valid for the time that your child attends UPPS. This notice will be sent home each year to remind you of your rights and responsibilities. Parents reserve the right to withdraw consent at any time. This must be done in writing to the Principal.

As a parent/guardian I agree to allow my child to access the internet, school intranet, email and any online environments for school work only.

I give the school permission to conduct random checks on student emails, USBs, saved folders or online profiles and delete any material that is in breach of the student Code of Conduct.

I have read and discussed these guidelines with my child and will encourage them to follow the guidelines throughout their time at UPPS.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.