



***This Internet and Computer Code of Conduct Policy is an agreement between Bacchus Marsh Primary School and its' students, with the approval of parents and guardians.***

### **Using the Internet at Bacchus Marsh Primary School:**

Access to the computer facilities and the internet at Bacchus Marsh Primary School is conditional on the students complying with this Code of Conduct.

***Parents/Guardians are asked to discuss with their child/children the following Code of Conduct and sign and return the attached permission form.***

### **Rules for Student Safety when using the Internet, Google Apps for Education and E-mail:**

- 1) Students will follow teacher instructions regarding the use of the **Internet**.
- 2) Students will use all computer equipment with care.
- 3) Students will behave in a responsible and courteous manner when using the **Internet**.
- 4) Students will only work on the sites that are relevant to their work and specified by the teacher. If they find themselves in inappropriate locations they **will immediately click the HOME button or turn the monitor off and call the teacher for help**. Failure to do so will result in the removal of access to the Internet, Google Apps for Education (GAPE) and disciplinary action.
- 5) Written consent will be obtained from parents or guardians before any child's photograph, work or video footage is published on the **Internet**.
- 6) Students will only use first names on the **Internet** and **E-mail** communications and not reveal their personal addresses or phone numbers or those of others.
- 7) Students will respect the privacy of others by not giving out details of fellow students and teachers or reading their e-mails.
- 8) Students will ensure that any e-mail they send does not contain inappropriate language or information.
- 9) All video conferencing will be directly monitored by a member of staff.

### **Consequences for Breaking These Rules:**

The **Bacchus Marsh Primary School Student Code of Conduct** will be implemented if any student chooses to break any of these rules. This may result in students' parents being contacted and students being denied access to computer facilities for a specified period of time.

### **Purposes for Internet Use at Bacchus Marsh Primary School:**

Students will only be allowed to use the Internet when they have been given permission to do so by the teacher. Students in Prep to Year 6 will have class Internet passwords to access the Internet.

### **Acceptable and Appropriate Use of the Internet at Bacchus Marsh Primary School**

Students will have restricted access to **Internet** sites. Students will be able to send and receive **e-mail**, which will be both filtered and monitored. Access to chat rooms and discussion groups will be limited so that students are only using chat rooms available on GAPE.

### **Publishing on the Internet at Bacchus Marsh Primary School:**

Students are only permitted to publish on the **Internet** after the Computer Code of Conduct document has been read and their parents have signed the "Publishing On The Web", form.

### **Guidelines**

- Responsibility for the spelling, presentation, accuracy and content of all web pages is the initial responsibility of the student publisher and secondly with their classroom teacher.
- Teachers should ensure that the work to be published does not contain personal details such as names, home addresses, telephone numbers or e-mail addresses and that no identifying information accompanies photographs.
- No student work or photograph will be published without written consent by parents or guardians.
- The Principal is to authorise all material published on the **World Wide Web**.

## **STUDENT TECHNOLOGY ACCEPTABLE USE AGREEMENT 2018**

The computer network at Bacchus Marsh Primary School has been provided for us to use as a tool in our classroom. We will be able to use the computers to get information from around the world to help us learn.

### **Care and Usage of the Equipment:**

- I will not copy, download or put my own software on the school computers.
- I will only use technology when a teacher is present.
- I will care and look after the technology and all parts.
- I will not eat or drink near the computers.

### **Work Habits:**

- I agree to follow all teacher instructions when using the computers.
- When using the Internet or GAFE, I will only search for information about my school work.
- I understand that email is not private and will not send email without teacher approval.
- I will only read my own email.
- I will make sure that the email I send out shows politeness and respect as a representative of Bacchus Marsh Primary School.
- I will not move, delete or trash any file or application that is not mine.
- I will not alter pre-existing settings on the computer without instruction from a teacher. "Hacking" will not be tolerated.

### **Personal Safety:**

- I will use only my first name when communicating with other people.
- I will not give out my or anyone else's address or phone number.
- I will tell my teacher if I find any information that is unacceptable or makes me feel uncomfortable.
- I understand that there is a possibility unsuitable sites can slip through the most advanced filters.
- I will tell a teacher if anyone asks for personal information.

***Breaking any of the rules listed above will cause me to not use technology for a negotiated period of time.***

***Please read and sign the attached Student Computer Code of Conduct agreement and return to school as soon as possible.***

## **Student Technology Acceptable Use Agreement: Years 4 - 6**

*I agree to allow my child to access the internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through the Department of Education and Training Victoria, (DETV) website or other sources approved by the school.*

I agree to use technology and the **Internet** in a responsible manner, but if I find myself in unsuitable locations I will immediately click on **Home** or turn the monitor off and inform the teacher.

**When using the Internet & GAFE at Bacchus Marsh Primary School I will:**

- only work on the web and GAFE for purposes specified by my teacher.
- not give out personal information such as surname, address, telephone number, parent's work address, e-mail/telephone number.
- never send a person my picture without first checking with my teacher.
- compose e-mail messages using only the language I understand is acceptable in my school.
- always have a teacher's permission before sending an e-mail.
- not respond to any messages that are unpleasant or make me feel uncomfortable in any way.
- not use materials from other websites unless I have permission from the person who created the material. If unsure I will check with my teacher.
- not use the internet or GAFE to frighten, annoy or bully another person.
- Follow the school guidelines when preparing materials for publication on the web.

**I have discussed the Student Technology Acceptable Use Agreement with my parent(s)/guardian. I understand that the breaches of the rules will see me lose my internet access rights for a period of time determined by the school:**

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent /Guardian Agreement**

I agree to \_\_\_\_\_ using school Technology and the Internet at school for educational purposes in accordance with Student Code of conduct agreement.

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

**Parent/Guardian's Signature:** \_\_\_\_\_

**Parent/Guardian's Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

BMPS publishes a variety of student work samples/projects on the internet. Should my child's work be chosen for publication, I give permission for such work and photographs to be published on the Bacchus Marsh Primary School www page. (First names only will be published. Please tick if you agree to photographs of your child appearing in group situations).

Photographs working in a group

**Students Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_