



# St Mary's School Rydalmere

## Acceptable Use Policy for Learning Technologies

<b>Date:</b>	<b>February 2013</b>
<b>Related Documents:</b>	<b>Student and Parent Agreement Sheet</b>
<b>Contact Person:</b>	<b>Principal, St Mary's LTST</b>
<b>Review Date:</b>	<b>February 2014</b>

Part of our mission at St Mary's School is "To develop programs that engage children in meaningful and challenging tasks." This policy is a demonstration of our commitment to the development of skills and attitudes in the use of Learning Technology for staff and students.

Learning Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form in order to communicate with others. These may include but are not restricted to: computer systems and related software, internet, email, CENet, video or still cameras, audio recording devices.

The aim of this policy is to:

- Identify the safety of users
- Educate students, parents and staff about the acceptable use of Learning Technology.
- Identify specific guidelines for the use of Information and Communication Technology.
- State the procedure in the case of a person breaking their contract of acceptable use.
- Educate teachers and parents that it is important to teach children what is appropriate and inappropriate use of Information and Communication Technology they access.



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## Acceptable Use Policy for Learning Technologies (Primary)

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As a Technology user I will Care and Respect Myself by:

- Only using my own password
- Using web pages chosen by my teacher
- Staying within the website I am in, unless a teacher directs me to follow a link
- Only using email, instant messaging, etc. when directed to by a teacher
- Keeping my personal details private when using the internet
- Only using computer games if given permission
- Immediately reporting any inappropriate sites
- Following classroom procedures

As a Technology user I will Care and Respect Others by:

- Acknowledging the author of any work I use, and only using it in my own words
- Keeping the personal details of others private when using the internet
- Taking turns or following the group member role given to me
- Allowing other people time to use Learning Technology equipment

As a Technology user I will Care and Respect Property by:

- Asking permission from a teacher before downloading information or files from the internet.
- Using all Learning Technology equipment with care
- Reporting any damaged equipment I find immediately to the teacher
- Keeping food and drink away from the Learning Technology equipment
- Not bringing personal data/equipment to school unless specifically directed to.
- Leaving the installation of software to a teacher, technician or Technology Coordinator
- Only printing material a teacher directs me to print



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## Acceptable Use Policy for Learning Technologies (Primary)

Please return this page to your class teacher.

### **Student Agreement -**

I, \_\_\_\_\_ of class \_\_\_\_\_, have read the policy and agree to use all Information and Communication Technology under these conditions. I understand that if I do not use the Information and Communication Technology correctly I will not be allowed to use it for a period of time determined by the school.

Student's signature \_\_\_\_\_

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

### **Parent Agreement -**

I, \_\_\_\_\_, have read the St Mary's School Acceptable Use Policy. I understand that Internet access at school is for educational purposes.

I have discussed the contract with my child and agree to its terms.

Signed: \_\_\_\_\_

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



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## Acceptable Use Policy for Learning Technologies (Infants)

Learning Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form in order to communicate with others. These may include but are not restricted to: computer systems and related software, internet, email, CENet, video or still cameras, audio recording devices.

As a Technology user I will Care and Respect Myself by:

- Only using the internet when the teacher lets me
- Telling a teacher if I see something I don't understand on the screen

As a Technology user I will Care and Respect Others by:

- Taking turns
- Only using a computer game if the teacher lets me

As a Technology user I will Care and Respect Property by:

- Using the computer carefully
- Telling a teacher if the computer is broken
- Keeping food and drink away from the computer
- Only using the printer if the teacher lets me

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*Please return this section to your child's class teacher.*

I have read the St Mary's School Acceptable Use Policy. I understand that Internet access at school is for educational purposes.

My child understands that if they choose not to follow the school rules when using Learning Technology, the consequence will be that they will not be allowed to use Learning Technology at school for a period of time determined by the school.

I have discussed the contract with my child and agree to its terms.

Students Name: \_\_\_\_\_ Class: \_\_\_\_\_

Parents Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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