Acceptable Use of Information Technologies

Student Policy

1. Introduction for Parents

The purpose of Information and Communication Technologies (ICTs) at Sacred Heart Primary is to:

• enhance student learning opportunities

• promote student achievement

• support student –school communication

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

Both students and parents/guardians must read and sign this policy. It should then be returned to your class teacher.
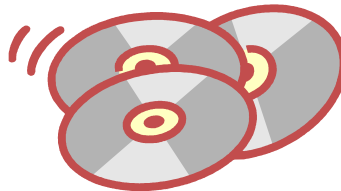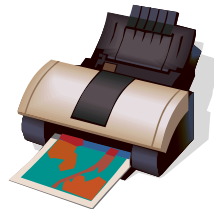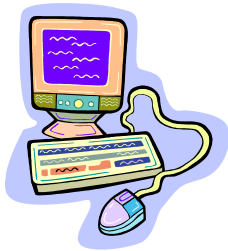
2. Definitions

Information and Communications 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. These may include but are not restricted to:

• computer systems and related applications such as email and internet

• discussion forums, chat rooms and instant messaging systems

• video or still cameras and audio recording devices

3. **Policy for Students**

At my school I have computers and other ICT tools to help me learn.

These may include:

4. Acceptable uses

When I use these tools I should

Respect resources

a. Use the computer for my learning.

Use the files, programs, internet or email as shown by my teacher.

Look after the computers and computer area.

Respect others

Share the computers and take my turn.

Write the author's name when I take information and pictures from the internet.

Keep yourself safe online

Keep my passwords safe.

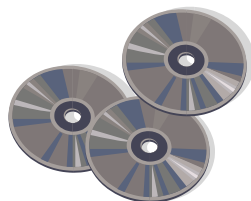Tell my teacher if I see something that makes me feel unsafe.
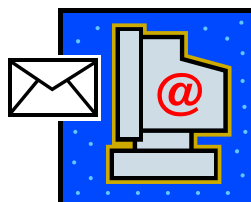

5. Unacceptable uses

I should NOT:

Use other people's work.

Bring computer software from home.

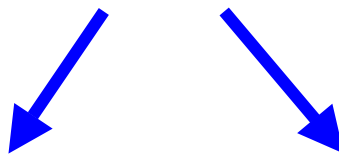Share my full name or send my photo in email without permission.

6. Consequences

If I break these rules:

I may not be able to use the computer
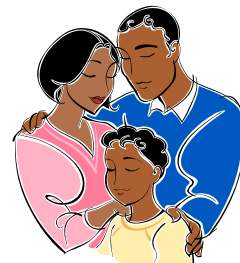

My teacher may tell

the Principal   OR   my parents

7. Student Letter of Agreement

I have read and understand the rules for using the Computers and the Internet at school

Name: _____ _____

Date: _____

Parent or Guardian

As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the internet.

Name: _____   Date: _____

Signature: _____