Narracan Primary School
32 School Rd, Narracan. Vic. 3824
Ph. 03 5634 8215
Fax: 03 5634 8226
Principal: Kevin Bradford
E-mail: narracan.ps@edumail.vic.gov.au

Narracan P.S. 2295
Est.1893

ICT Acceptable Use Agreement

Information and Communications Technologies* (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Narracan Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.
This agreement applies when I am using any ICT at school, during excursions, camps, and extra-curricular activities.

When I use Information and Communications Technologies, I agree to always follow these rules:

- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses, and images, and protecting my passwords.
- Respecting the privacy of others; only taking photos or recording sound or video at school when I have permission
- Be respectful in how I talk to and work with others online, and never write or participate in cyberbullying.
- Use the technology at school for learning, use the equipment properly, and not interfere with the work or data of another student, only accessing my folder.
- Use printers appropriately, only printing school related content and the quantity required.
- Not bring or download unauthorised programs including games to the school, or run them on school computers.
- Not go looking for rude, offensive, or otherwise inappropriate material.

- Use the internet at school to help me learn.
- Remember that content on the web is someone's property and to correctly give them credit if I want to use their information or images.
- Think carefully about what I read on the internet, question if it is from a reliable source, and use the information to help me answer any questions (I should not copy and paste the information as my answer).

- Talk to my teacher or another adult if:
    - I need help or I'm not sure what I should be doing on the computer/iPad
    - I come across sites for our school
    - Someone writes something I don't like or makes me or my friends feel uncomfortable, or asks me to provide information that I know is private
    - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be allowed to access computers at school if I do not act responsibly.

Student Name:._____   Student Signature: _____

Parent Permission
I agree to allow my child to use ICT at the school, including the internet. I have discussed the scenarios, potential problems, and responsible use of the internet with him/her as outlined in this document.
I will contact the school if there is anything here that I do not understand.

Parent signature: _____   Date: _____

Please sign and return this page to school as soon as possible. Children will not be able to access the internet until we receive this permission form.

Narracan PS uses the internet as a teaching and learning tool. We value it as a resource, but acknowledge it must be used responsibly. We may utilise cloud services (such as Office 365, Google Apps and email accounts) to enhance student learning and collaboration. Certain student data - such as their name and year level - may be stored in a data centre off-site. If you do not wish to have your child's data stored anywhere but the school, they can be excluded from these services upon request.

All students at NPS are required to use ICT responsibly. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

At NPS we:

- Provide a filtered internet service.
- Supervise students when using ICT.
- Reinforce the importance of safe and respectful use of the internet in all curriculum areas.
- Teach Cyber Safety P-6.
- Know that some online activities are illegal, and as such, we are required to report these to the police.

*Information and Communication Technologies include, but are not limited to:
- Desktop computers
- Laptops
- iPads
- Printers
- Scanners
- Mobile phones
- Email and instant messaging
- Internet and Intranet
- Social Networking sites (e.g. Facebook)
- Video and photo sharing websites
- Blogs, wikis, and discussion boards
- Podcasts
- Video and web conferences

For further support with online issues, students can call *KidsHelpline* on 1800 551 800.

Parents/Carers can call *Parentline* 13 22 89, or visit http://www.cybersmart.gov.au