

Oran Park Public School

390 South Circuit, Oran Park, NSW, 2570

Ph: 4632 4651 Fax: 4632 4600

Email: oranpark.school@det.nsw.edu.au Website: www.oranpark-p.schools.nsw.edu



Oran Park Public School Acceptable Usage Agreement

Today's students are exposed to online communication tools and the internet in their community. The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe and linking students to others to provide a collaborative learning environment. They have the right to expect secure access to these services as part of their learning experiences.

Use of the internet and online communication services at Oran Park Public School is intended for research and learning opportunities. Access to internet and online communication tools, through teacher guidance, will assist students to develop the skills necessary to use the internet effectively and appropriately.

This policy document aligns with the Department of Education and Communities (DoE) policies and should be read in conjunction with the school discipline and anti-bullying policies.

Purpose

The purpose of this acceptable use agreement is to ensure that:

- ▣ school information communication technology and online services are used by students in a safe and responsible manner.
- ▣ staff and students have access to school technology to enhance teaching and learning programs.
- ▣ staff and students abide by the DoE's conditions of acceptable usage and Oran Park Public School's four core values (Organised, Proud, Productive and Safe).

Teachers will:

- ▣ ensure adequate supervision of students whilst using technology
- ▣ provide opportunities to practice and develop skills
- ▣ provide appropriate and meaningful learning sequences
- ▣ investigate plagiarism with students and the effects of its usage

Students will:

- ▣ practice appropriate etiquette/netiquette when using technology
- ▣ respect the privacy of others and their information
- ▣ interpret information to inform and develop their own knowledge base

I understand that:

- ▣ if my child does not follow the rules in this agreement, consequences will follow. These include limited use of the school ICT equipment and, dependent on the severity of the breach, authorities may be contacted.
- ▣ this agreement includes use of the Departmental services from home e.g. email, student portal etc.
- ▣ my school network and email accounts are owned by the Department of Education and are not private. Oran Park Public School has the right to monitor and suspend account use if required.

All statements align with NSW Department of Education's 'Student Use of Digital Devices and Online Services' policy.

Please read the attached Acceptable User Agreement for Students and discuss with your child. Sign and return the agreement to your child's class teacher.

Oran Park Public School

Acceptable Usage Agreement for Students



As a responsible user of technology at Oran Park Public School, I will follow the following rules.

Organised:

- I will use the school computers, iPads and laptops only with teacher permission.
- I will start and shut down computers, iPads and laptops using the correct procedure.

Proud:

- I will follow all instructions from the teacher when using technology.
- I will take care of all devices and accessories (e.g. keyboards, chargers etc.)
- I will observe copyright laws and reference work to the best of my ability.

Productive:

- I will use time effectively and only do the task/s assigned.
- I will ensure that all communication through the school's internet is related to learning.
- I will only access websites that are relevant to the information needed for school and have been approved by teachers.

Safe:

- I will keep my password confidential and secure and ensure I do not share my account with others.
- I will only use my own username and password and access my own work.
- I will not give out any personal information.
- I will turn off the monitor and tell the teacher immediately if I read, see or hear anything on any electronic device that I don't like or feel are appropriate including if another user seeks personal information (e.g. anything violent, mean or rude).
- I will not use school devices for anything that is against the law, is wasteful of resources, for example:
 - Downloading music files, games, videos, live sites or streaming.
 - Changing the settings on computers.
 - Damaging or disabling computers or equipment.
 - Sending or publishing confidential information or threatening material.
 - Browsing or attempting to purchase items online.

I understand that:

- the school can check computer files and monitor internet usage
- if I do not follow the rules in this agreement, consequences will follow. These include limited use of the school ICT equipment and, dependent upon the severity, authorities may be contacted.
- this agreement includes use of the Departmental services from home e.g. email, student portal etc.
- my school network and email accounts are owned by the Department of Education and are not private. Oran Park Public School has the right to monitor and suspend account use if required.

.....

I have read the Acceptable Usage Agreement with my child and agree to all acceptable conditions of use.

Parent/Guardian Signature: _____

Date: _____

For 3-5 Students only,

I, _____ (student's name) have discussed the *Acceptable Usage Agreement for Students* with my parent/guardian and agree to follow all the rules. I understand that if I break the rules, my use of ICT at Oran Park Public School will be restricted.

Student's name: _____

Class: _____