

## Acceptable Use of ICT Code of Practice for Students at Red Hill School (July 2022)

When using ICT resources at Red Hill Primary School (including the student network, internet, email, Digital Backpack, Chromebooks, iPads etc) I agree to be a principled and respectful communicator. I will show this by doing the following.

### Using ICT responsibly

- I will only use the school computers for schoolwork and with the permission of a teacher.
- I will follow all teachers' instructions when using school devices and the internet.
- I will not send emails unless the teacher approves it.
- I will use respectful language when communicating to others.
  - I will make sure I do not use ICT to bully other people.
  - I will make sure any work I wish to have published is written and presented carefully.
- I will respect other people's work:
  - use material from websites only if I have permission from the owner to do so (material, images, music, software)
  - if I use material that I have found on the internet, I will say where it comes from, and
  - give polite feedback if invited to.
- I will not use the school computer facilities for illegal or dishonest purposes.
- I will not send, produce, show or search for things that might upset others.
- I will not cause damage to school devices or the school network.
- I understand that the school records where I have gone on the Internet.

### Using ICT safely

- I will not let anyone else know my passwords or usernames.
- I will tell my teacher if I think someone has gained access to my account.
- I will not tell anyone my address or telephone number or the address or telephone number of anyone else.
- I will not send photographs of myself or others.
- I will ask my teacher for help straight away if I find or receive information that I feel uncomfortable with or is inappropriate, or I will report it using the Cyber Safety Button on the Digital Backpack.

### Student Declaration

I declare that I have read and/or understand the Student ICT Code of Practice for Red Hill School.

I understand that not following this Code of Practice may lead to loss of device, internet, email and/or the school network access for a period of time determined by the Principal.

### Student:

I agree to follow the Code of Practice and any other relevant rules that are set by Red Hill School.

Student Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent:

I have discussed this code of practice with my child and have read the Education Directorate's policy [Communities Online: Acceptable use of ICT – Parents and Students Policy - Education \(act.gov.au\)](#).

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Once this Acceptable Use of ICT Code of Practice form is signed by student and parent/carer, please return to the class teacher.**