



**Morphett Vale East
School R-7**



Government of South Australia
Department for Education and
Child Development



ICT User Policy & Agreement R - 7

Morphett Vale East School R-7 is seeking to provide its students with the best possible resources to prepare them for their future. All students have access to the Internet from their classroom and the Resource Centre and Multimedia Rooms.

The Internet, and electronic mail (email) are resources that students can use whilst at school to assist their learning. Access to these resources enables students to explore thousands of educational websites including virtual museums, libraries, and databases and to communicate with others throughout the world.

This Network User Policy outlines the terms and conditions for the use of information communication technologies at Morphett Vale East School R-7

The use of Equipment and Facilities

It is essential that these are used in an educationally sound and legitimate manner.

Students are expected to demonstrate the school values of **Optimism, Respect, Honesty, and Persistence**. Students are personally responsible for their actions in accessing and utilising the school's information communication technologies, just as they are in a classroom or in the schoolyard. General school rules for behaviour and communications apply.

Students must have permission from a teacher or supervising adult before they begin using any of the school's electronic resources, facilities and resources.

Students may bring work from home on a USB Drive. This will be checked by an anti-virus software program called Forefront Endpoint Protection 2012.

The Internet and e-mail

The school sees the use of the Internet and email as an essential tool for student learning. To protect students from inappropriate material our Internet provider, Learnlink, uses a filtering system that blocks or restricts access to adult material and undesirable topics with inappropriate sites. DECD and school administrators are able to add sites to this "blocked" list with DECD adding sites daily. All sites accessed or searched on school sites are recorded centrally leaving a "digital trail", as a user surfs the Web. Internet safety sessions to help students become more "digital savvy" will be provided.

Our Expectations

It is important that all students understand that strict rules apply in the use of electronic equipment, facilities and resources at Morphett Vale East School R-7. Doing the wrong thing causes severe disruption, loss and damage to other users. It is important that all users clearly understand and abide by the conditions of use as detailed below in the Student Code of Behaviour for Technology Usage.



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Student Code of Behaviour for Technology Usage

I will:

- Work cooperatively and take great care of equipment.
- Only access Internet sites with information relevant to my current assignment and/or work that my teacher has set.
- Store only school related material on the network or disk.
- Tell my teacher immediately if I come across any information that is inappropriate or makes me feel uncomfortable, and close down the screen so the site cannot be used/viewed by others.
- Respect other Internet users by using appropriate language and behaviour when using communication tools directed by my teacher ie Email.
- Be prepared to be held accountable for my actions and for the loss of privileges if I violate the rules of appropriate use.
- Conserve limited resources such as disk space and printing capacity. I must seek permission before using the Internet and/or printing.
- Acknowledge all sources of electronic information used, therefore respecting the copyright owners. [Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright.]
- Log off the computer network as soon as I have finished.

I will not

- Carry or consume food or drink when using electronic resources.
- Attempt to visit chat lines, inappropriate or irrelevant sites on the Internet.
- Misuse computers, computer systems, the network, electronic equipment, resources or facilities.
- Interfere with the operation of the network by downloading or installing any software, shareware or freeware, including games.
- Use others' passwords or user names.
- Look at others folders or work files without permission.
- Plagiarise the work of others. Plagiarism is taking ideas, images or writings of others and presenting them as your own.
- Send/receive messages that are inconsistent with school values [written or implied.
- Reveal personal contact information about myself or other people while online. This includes providing surnames, addresses, phone numbers or photographs.
- Store music or video files not directly relating to school work on a school computer.
- Delete files that I have not created.

Consequences for Inappropriate Use

The consequences for inappropriate use will be commensurate with the offence. Consequences may include:

- Only working under direct teacher supervision
- Loss of access privileges.
- Conferencing with members of the school Leadership Team.
- Notes home, referring to the inappropriate behaviour, which occurred.
- Suspended from using the computers for a period of time.
- Suspension from school.

