

Internet/Technology Acceptable Use Policy 2023

Access to Wentworthville PS network is a privilege, not a right. The use of technology, whether owned by Wentworthville PS or devices supplied by the student, entails personal responsibility. It is expected that students will comply with Wentworthville PS rules regarding Internet use, act in a responsible manner and will honour the terms and conditions set by the classroom teacher and the school. Failure to comply with such terms and conditions may result in temporary or permanent loss of access to school network as well as other disciplinary or legal action as necessary. In particular, students will be held accountable for their actions and are encouraged to report any accidental use immediately to their teacher or school administration.

Network Guidelines

1. Personal Safety

- a. Students should not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves. They should ensure that privacy and confidentiality is always maintained.
- b. Students will not agree to meet with someone they have met online without parental approval.
- c. If a student believes they have received unsolicited email, or they have received a message or other online content that is inappropriate or makes them feel uncomfortable, they must inform their teacher, or other school employee as soon as is possible.

2. Illegal Activities

- a. Students will not attempt to gain unauthorised access to Wentworthville PS network resources or to any other network to go beyond their authorised access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."
- b. Students will not make deliberate attempts to disrupt the school network or destroy data by spreading computer viruses or by any other means. These actions are illegal.
- c. Students will not read, move, rename, edit, delete, or in any way alter the files that have been created or organised by others.
- d. Students will not install or alter software or hardware on any school computers.
- e. Students will not create, participate in, or circulate contents that attempt to undermine, hack into and/or bypass the hardware and/or software security mechanisms that are in place or breach the department's network security.
- f. Even where consent is obtained for recording, the school will not tolerate images or sound captured by personal technology devices on the school premises or elsewhere being disseminated to others. If it is done for the purpose of causing embarrassment to individuals

or the school, for the purpose of bullying or harassment, including racial and sexual harassment, or where without such intent a reasonable person would conclude that such outcomes may have or will occur.

3. Security

- a. Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.
- b. Students will immediately notify a teacher if they have identified a possible security problem with the network. They will not go looking for these security problems, because this may be considered an illegal attempt to gain access.
- c. Students will take all precautions to avoid the spread of computer viruses.
- d. Students are not allowed to bring in 3G and 4G wireless connections. To ensure that our school network is not compromised and that students are not able to access an unfiltered internet connection whilst at school.

4. Inappropriate Language

- a. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- b. Students will not use inappropriate language in any correspondence.
- c. Students will not use the school network to engage in bullying or harassment. If a student notices anyone engaging in such behaviours they will immediately notify a teacher.
- d. While at Wentworthville PS, students have access to a Department of Education, Training and Employment email account, which they can access from home and school for the purposes of learning. Email traffic is monitored for inappropriate use, content and language.

Respect for Privacy

- a. Students will not invade someone's privacy by taking unauthorised personal photographs or recording personal conversations; including the further distribution (e.g. forwarding, texting, uploading, Bluetooth use etc.) of such material.
- b. Students will not repost a message that was sent privately or post private information about another person.
- c. Students will not utilise another student or staff member's username or password to access the school's network, including not trespassing in another person's files, shared drive or email.
- d. Students will not repost a message that was sent privately or post private information about another person.
- e. At Wentworthville PS, students will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, will be discussed with the appropriate custodian/s prior to taking any footage.

Respecting Resource Limits

WENTWORTHVILLE PUBLIC SCHOOL



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- a. Students will use the technology at the school only for educational activities.
- b. Students will not post chain letters or engage in “spamming.” Spamming is sending an annoying or unnecessary message to a large number of people.
- c. Students will not download or use games, applications, pictures, video, music, instant messaging, e-mail, or file sharing applications unless they have direct authorisation from a teacher. Use of Department of Education/school networks to upload files to cloud based storage is prohibited, such as but not limited to i Cloud, Drop box, OneDrive etc.
- d. Students understand that staff will monitor and access any equipment connected to the Wentworthville PS network, resources and their computer activity.

7. Plagiarism and Copyright Infringement

- a. Students will not plagiarise work that is found on the Internet or on the computers at school. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own. Copying of software, information, graphics or other data files may violate copyright laws without warning and be subject to prosecution from agencies to enforce such copyrights.
- b. Students will respect the rights of copyright owners. Copyright infringement occurs when a student inappropriately reproduces a work that is protected by a copyright. Students will appropriately reference sources for any school assignments.

8. Inappropriate Access to Material

- a. Students will only access audio/videos files, websites and programs that relate to their educational activities. Students will not be permitted to use the internet at Wentworthville PS to download non- learning related audio/video files, website content, programs and iTunes content,
- b. Students will not use the school network resources to access or store material that is inappropriate.
- c. If students mistakenly access inappropriate information, they will immediately tell a teacher and will not attempt to access the inappropriate information again.
- d. Parents will instruct their child if there is additional material that they think would be inappropriate for them to access. The school fully expects that students will follow their parent’s instructions regarding this matter.

iPad Acceptable Use Policy 2023

As a student you are required to agree to the acceptable usage guidelines for iPads before you are permitted to access and use the school owned iPads.

By signing this you confirm that you have read (or have had it read to you) and understood that you are expected to be respectful, safe and a learner when using iPads and you will follow all guidelines below.

It is your responsibility to make good choices and follow the guidelines below. If you choose not to follow these guidelines you may be restricted in the access and use of the iPad or **replace the iPad at your cost if damaged, lost or stolen as a result of your actions or choices made.**

As a student of Wentworthville Public School, I must

- Use iPads in a respectful and safe manner.
- Utilise the iPad for the sole purpose of achieving a learning outcome set by my teacher.
- All material on the iPad must adhere to the ICT Acceptable Use Policy. Students are not allowed to send, access, upload, download or distribute offensive, threatening, obscene materials.
- Never produce, look for, read, send or link to anything inappropriate, scary or unkind.
- Immediately tell your classroom teacher or other staff at Wentworthville PS if I see anything inappropriate, scary or unkind immediately.
- Utilise material from Internet sites or other sources only if they have permission to do so.
- Students must use good judgment when using the camera. The user agrees that the camera will not be used to take inappropriate, photographs or videos, nor will it be used to embarrass anyone in anyway.
- Never download apps onto the school's iPad.
- Ensure all work, emails and messages sent using the iPad has been sighted and approved by the teacher in charge.
- Never go into the settings of the iPad or Teacher Only folder located on the iPad.
- Care for the iPad by carrying it carefully and using in an area approved by the teacher in charge.
- Never remove an iPad from its protective case.
- Place the iPad back into the transport basket when I am finished using it.
- Report damage or misuse of the iPad ASAP.
- Never access, change or tamper with work of other students saved on the iPad.
- Only print from the iPad with teacher permission.

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Due by Friday 5th May, 2023

Please fill in the following and return this page only to the class teacher

Student Internet/Technology Agreement 2023

I/we have read and understood the Student Internet Acceptable Use guidelines and will follow all recommendations.

Signed

Student Name: _____

Class: _____

Student signature: _____

Date: _____

Parent signature: _____

Date: _____

Student iPad Acceptable Use Agreement 2023

I/we have read and understood the Student iPad Acceptable Use guidelines and will follow all recommendations.

Signed

Student Name: _____

Class: _____

Student signature: _____

Date: _____

Parent signature: _____

Date: _____