Information and Communication Technologies (ICTs) include the use of computers, laptops, iPads and printers; the school network; the Internet; email; digital/video cameras; scanners; web cams and interactive white boards.

At Miandetta Primary School ICTs are used to enhance teaching and learning in several ways: for communicating with other people, for publishing students’ work, for research and for learning basic skills.

The rules we follow at Miandetta Primary School when using ICTs are:

**General Use**

1. I will use my time effectively and do the task I am meant to be doing.
2. I will work co-operatively when I am using ICTs.
3. I will take care of the school’s hardware and software.
4. I will only use school software.
5. I will start and shut-down all ICT devices correctly.
6. I will not use the school’s equipment for anything which is against the law, or which would inconvenience other people; for example:
   - Printing more copies than I need;
   - Downloading large files which slow down the network;
   - Changing the setting on computers.
7. I will log off the computer when I have finished my work.
8. I will keep my password/s to myself, and not seek the passwords of others.
9. I will only work on my own document and store it in my folder/file or on my own removable storage media, such as CDs, USB keys and thumb drives.
10. I am aware that viruses can be spread between ICT devices through email, by downloading files and by using removable storage media. I will check with my teacher before using a CD or USB key on a school device and before downloading files.

**Department of Education**
Internet use

11. I will only access websites that are relevant to the information I need.

12. If I see or hear anything on a web site that I am unhappy with, I will click the Home button and tell my teacher immediately.

13. When I use email, forum boards or supervised chat rooms, the messages I send will be polite and sensible.

14. I will not give out any personal information about myself or others unless I have permission from a teacher. This information includes my name, address, phone number, parent’s names etc…

15. If I receive any messages that I do not like, I will tell a teacher immediately.

16. I know that the school may check my computer files and may monitor the Internet sites I visit and the emails I send.

17. I will not copy other people’s work into my work, and call it my own. This includes pictures and information I find on the Internet and CD-ROMs.

__________________________ ____________________________

Students in Grade 4 and above are required to sign this agreement.

As a responsible ICT user at Miandetta Primary School, I will follow the above rules.

If I break any of these rules, then I will be unable to use the ICT equipment at school. I will need to re-negotiate how I use the ICTs at school.

Student’s Signature: ............................................................

Parent’s Signature: ............................................................

Teacher’s Signature: ............................................................

Dated: .............................................................