

# F-6 University Park Primary School Student Technology Code of Practice

University Park PS recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/ guardians work with us and encourage this behaviour at home. This Code of Practice has been developed for students at University Park PS and is consistent with the department's *Acceptable Use Agreement Guidelines*.

## EVERYONE HAS THE RIGHT TO LEARN RESPONSIBILITY

- I will work cooperatively on all ICT equipment in a mature, responsible and courteous manner
- I will only use the school computer facilities for school work
- I agree to follow all teacher instructions when using ICT equipment
- I will not delete or access any files from the network unless they are my own
- I will not intentionally disrupt or harm computer equipment
- I will log off when I have finished using a computer
- I will always have my teacher's permission before sending email
- I will only use the printers with teacher permission and under teacher supervision
- I will not copy, download or install anything on the school equipment without permission
- I will tell a teacher or the Principal if I become aware of any inappropriate online communication involving UPPS' students
- I will not use personal mobile phone devices while at school
- I will only login using my own username and password
- When on school grounds I will only use my iPad during class times (9am - 11am, 12:00am - 2:00pm, 2:20pm - 3:20pm) or as directed by a teacher
- I understand that all content relating to web searches and internet access can be tracked by the school
- I will use my University Park Primary School email to sign up for websites and applications ONLY as directed by my teacher (University Park Primary School emails can not be used for personal use)
- I will not access social media during school hours
- I will not post any pictures of other students on social media, at school or in my own time

## EVERYONE HAS THE RIGHT TO FEEL SAFE AND COMFORTABLE

- I will only use my first name when communicating with other people
- If I come across material that is unsuitable or makes me feel uncomfortable I will turn off the monitor and call the teacher immediately
- I will not send, produce, show or search for things that might offend others.
- I will not take/ upload photos of other people without permission
- I will not give out personal information about myself, others or send photographs to unknown people over the Internet without permission
- I will not use chat facilities, unless supervised by school staff
- I understand that the school records when and where I have gone on the internet
- I understand that if I do not follow this Code of Practice I will face serious consequences as determined by the Principal eg. Loss of access to the Internet.
- I understand that if I post inappropriate material online, the school may suspend me for up to 2 days

## SUPPORT

### Support will be provided for:

- connecting the device to the school network, internet and other digital technologies
- setup and management of school, student email accounts
- all school-based software and associated issues with school applications

### Support will not be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues

### I agree/ understand that:

- The iPad and digital technology brought to school is my own property
- Any damage to the iPad is my own responsibility, and any cost incurred I will need to cover
- I am responsible for any insurance required/ desired for my child's device
- If I choose to allow another student to handle my iPad, any damage incurred remains my responsibility and I have breached the agreement

### Students are responsible for:

- bringing portable devices fully-charged to school every day
- maintaining virus protection, spam and filtering settings, set as a standard on the device • backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and school, including during lunchtime or when not in the classroom

STUDENT AGREEMENT	PARENT AGREEMENT
I understand that everything I post online combines to make my digital footprint. I will remember that what I share with my friends may also be viewed by people I don't know and once it's online it could be there forever. <b>I will think before I post.</b>	As a parent/guardian I agree to allow my child to access the internet, school intranet, email and any online environments for school work only. I give the school permission to conduct random checks on student emails, USBs, saved folders or online profiles and delete any material that is in breach of the student Code of Conduct.
I have discussed this with my parents and agree to follow all the rules and guidelines in this agreement. I realise that access to ICT is a privilege and if I break these rules, I will not be allowed to use the ICT equipment for a negotiated time and could be suspended.	I have read and discussed these guidelines with my child and will encourage them to follow the guidelines throughout their time at UPPS. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. <b>I understand that if my child's iPad is accidentally damaged, the school is not liable and I will have the iPad repaired at my own cost.</b>

\*\*Parent/Guardian signatures will be valid for the time that your child attends UPPS. This notice will be sent home each year to remind you of your rights and responsibilities. Parents reserve the right to withdraw consent at any time. This must be done in writing to the Principal. \*\*This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extracurricular activities, and at home.