



Student Name _____

Grade _____

Student Computer/Internet Use Code of Conduct

Dromana Primary School and DEECD have invested a large amount of money in computer technology. The computers are to help us in our learning. Given that technology may be used in many different ways, it is important to agree to use the computers appropriately at school.

Breaking any of the following rules will result in the withdrawal of computer privileges for a negotiated period of time.

Computer Use

I agree:

- to follow all teacher instructions when using computers.
- to access only files that are mine or files that a teacher has directed me to access.
- to keep the settings of the computers as I find them and not to alter screensavers, wallpaper or the way the desktop is arranged.
- only to print when instructed to by a teacher.
- not to install any software on school computers unless instructed to by a teacher.

Internet Use

I agree:

- only to access web sites appropriate to the task at hand as directed by a teacher. (not entertainment game sites, music lyrics sites, fan sites, video streaming etc)
- only to access search engines as directed by a teacher.
- not to download any files from the internet unless instructed to do so by a teacher.
- only to use email accounts within school as organised by the class teacher.
- not to participate in any social media sites/chat rooms unless of an educational nature organised by and authorised by the teacher.
- not to provide my name or any other details to any other person or organisation on the Internet.
- to **immediately** tell a teacher if I accidentally encounter on my or any other computer anything which I know is inappropriate or makes me feel uncomfortable.

Student's Signature _____

I have discussed the above Code of Conduct with my child and agree that any breaking of the rules will result in a loss of computer privileges for a negotiated period of time.

Parent or Guardian _____
(please print)

Signature _____

Date _____

Internet Use Guidelines

We have formulated the following guidelines to ensure the privacy and safety of pupils when using the Internet.

- Students' Internet use is at all times moderated and supervised by a teacher.
- Students will only access sites as instructed by a teacher.
- Students will not reveal their personal details, on the Internet or in dialogue with other Internet users.
- All email use within and between schools is moderated and organised by a teacher. Individual email accounts (eg Gmail, Hotmail etc) will not be used by students at school.
- Children will not engage in conversation or dialogue with other users on the Internet except where organised and moderated by a teacher. Social Networking and video sites are not available at school. (YouTube/Dailymotion/Facebook/Twitter)
- Downloading and uploading of program files is restricted to staff. Children under supervision may upload personal work to the internet (Google Drive, Dropbox, iCloud etc)
- Names of children will not appear on our website either as captions to images or in text. Individual images will not appear if parents have requested a restriction.
- DPS is connected to the VIC1 system which offers a filtered service blocking inappropriate material. Any students finding themselves uncomfortable or upset by anything they discover on the Internet will report it to a teacher immediately.
- Children will not access the Internet on mobile devices brought from home unless moderated by and instructed so to do by a teacher. (see separate Bring Your Own Device Policy)