



STUDENT PERMISSION FORM & PROCEDURES FOR THE USE OF COMPUTERS (INTERNET & ELECTRONIC MAIL), MOBILE PHONES & ANY OTHER COMMUNICATION TOOLS

Rationale

As a school we believe that the use of the Internet as an educational tool is extremely important for information gathering and communication. Our goal is to make this accessible to all students at the school. We realise that there is also material available that is not appropriate on the Internet. For a student to use the Internet at The Gardens School they will need parental permission as verified by the signatures below and to sign a contract themselves about expected conduct while using the Internet.

Expectations

1. While every effort will be made to supervise Internet use, there may be time when restrictions will need to be in place.
2. Students will be given written guidelines on how to access information, and therefore the school's expectation is that children will follow set procedures. While the school will do its utmost to avoid inappropriate material being accessed it cannot be responsible for accuracy or suitability of data.
3. Students are responsible for good behaviour on the school's computer network and the Internet just as they are in a classroom or on the school playground.
4. When online the students are representing the school and therefore the school's high standard of behaviour is expected to be upheld.

Consequences

1. Access is a privilege not a right. This implies responsibility and the privilege will be revoked if abused.
2. Failure to maintain responsible and good behaviour will result in the removal of the student's privilege of use for a month or in the case of a serious breach of procedure this could result in the use being revoked permanently and possible disciplinary action being taken.
3. Users should not expect that files stored on school computers will be private and therefore may be reviewed by staff to ensure that procedures are being adhered to.



THE GARDENS SCHOOL COMPUTER & INTERNET USE AGREEMENT

I understand that while at school:

- The only purpose for digital devices and other Information Technology resources is to support teaching and classroom learning
- The school will do its best to keep me safe while using global information systems such as the computer and the Internet
- I know that I am **not permitted** to access material through the Internet that is offensive (e.g. pornographic), dangerous, inappropriate at school, or illegal
- I am forbidden to pass on such material by copying, storing or printing it
- If I use a school e-mail, I am **not permitted** to send any messages that are offensive, dangerous, inappropriate or illegal, at anytime
- I may use the Internet or e-mail at school only if there is a teacher supervising me
- I understand that I must not at any time use technology to upset, offend, harass, threaten or in any way harm anyone, even if it is meant as a joke.
- My movements on the Internet can be tracked and monitored at any time

I understand how important it is to:

1. Take care of Information Technology resources, such as digital devices and the Internet.
 - Be careful with equipment and furniture
 - Respect the copyrights on software that prohibit copying
 - Use only school software on school digital devices
2. Be considerate of other users.
 - Share available equipment
 - Be careful not to waste computer resources, eg. paper
 - Avoid disruption of the running of any digital device or network
 - Take care not to scan or display graphics, record or play sounds, or type messages which could cause offence to others
 - Remove immediately from the screen any material that would not be allowed at the school which I accidentally come across, and tell the teacher right away
3. Be responsible for privacy and security.
 - I will not give anyone on the Internet information about myself or anyone else; this includes address, phone number, photograph or credit card information
 - I will tell the teacher if I come across a virus or security problem



THE GARDENS SCHOOL INTERNET AGREEMENT

Student:

I have read this Agreement and know the importance of the school rules for the use of computers and the Internet.

I know that if I break these rules, I might lose the right to use a school computer and the school may restrict my use of computers.

NAME (PRINTED)

FORM/CLASS

SIGNATURE

DATE

Parents / Caregivers:*

I have read this Agreement and understand that my child is responsible for using school equipment and the Internet as outlined here.

I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement.

I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate at school, or illegal material on the Internet or through e-mail, it is the responsibility of my child to have no involvement in such material.

I give my permission for _____ to be given access at school to global information systems such as the Internet or e-mail.

NAME (PRINTED)

SIGNATURE

DATE

* PARENTS/CAREGIVERS: If you would like to discuss this document or need help with it, please contact the School Office