Rationale

The use of technology to enhance teaching and learning is a means to improve student outcomes and optimise student potential. The ability to locate, analyse, synthesise and communicate appropriate information of good quality is essential in today's information rich society. It is, therefore, important to develop these skills in our students and staff.

Technology is a tool for change, for learning, for collaboration and communication. It can be integrated into all learning areas.

ICT at Bindoon Primary School

Bindoon Primary School Information and Communication Technology (ICT) facilities are provided to staff and students through a variety of computer hardware, peripherals, software and information sources, including the Internet and email.

These facilities are located throughout the school in administration, the computer lab, classrooms and the library. Access to these resources will help further the educational goals of our school and allow opportunities for individual and collaborative work.

The use of Bindoon’s computer facilities, network and the internet is a privilege and not a right. It is conditional on students or staff complying with the Guidelines and Acceptable Use Policy.

ICT Acceptable Use Agreement

A copy of the ICT Acceptable Use Agreement (K-3 or 4-7) is made available to all students at the commencement of each school year (or upon enrolment if this occurs at some other time during the year). Students will receive classroom instruction about the guidelines, policy and agreement and the rules for computer use will be discussed. The acceptable use agreement then needs to be discussed with parents or carers, signed by both parties and then returned to school. After week three of arrival at the school, any student who has not returned the signed form will not be permitted to use school computers.

Any student who does not abide by the agreement will have their computer use privilege removed for a time. This can be at the teacher’s discretion for minor breaches and in consultation with administration for more serious misdemeanours. Notification of loss of privilege will be noted in the student’s communication diary.
Acceptable Use

When using school computers students will:

1. Use school computers only with teacher permission.
2. Follow all instructions from the teacher when using computers.
3. Use time effectively and doing only the task/s assigned.
4. Work co-operatively.
5. Take care of hardware, peripherals and software.
6. Only use school software.
7. Start and shut down computers using the correct procedure.
8. Not use school computers for anything that is against the law, is wasteful of resources or which will inconvenience others; for example
   - Printing more copies than needed.
   - Printing directly from the internet.
   - Downloading music files, games, videos, live sites or streaming.
   - Changing the settings on computers.
   - Damaging or disabling computers or equipment.
9. Only access/work on their own work which is stored in their own folder/file or own removable disk/thumb drive.
10. I will only use Bindoon Primary School thumb drives.
11. Only keep school related data on thumb drives and in own files/folders.
    Only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing any social networking sites.
12. Not give out any personal information.
13. Turn off the monitor and tell the teacher immediately if they see or hear anything on a website or receive any messages that they don’t like or feel are inappropriate.
14. Be aware that the school can check computer files and monitor internet usage.
15. Acknowledge the source of information, images etc used in student work.
16. Not copy someone else’s work into student’s work.
17. Know that if there is a breach of the rules, computer privileges may be withdrawn and will need to be renegotiated.
18. Know that students are legally liable for misuse of the computer and that the police may be contacted.

A poster outlining what is considered acceptable use will be displayed in any teaching area where there are computers to remind students what they signed in the agreement.

**Computers are not to be used by students for recreational or personal use.**
They are to be used as a tool to enhance the curriculum. (This is a directive from the Department of Education)

**Adherence to the policy will help ensure a positive environment for all.**
Appendix 1

Information and Communication Technology (ICT)
Student Acceptable Use Agreement

(Years 4-7)

Information and Communication Technology (ICT) includes the use of computers, the school network, the internet, digital/video cameras and scanners and interactive whiteboards.

At Bindoon Primary School ICT is used to enhance teaching and learning including communicating with others, publishing student work and research.

Dear Parents/Carers

To develop in students a responsible attitude when using computers and electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise, on behalf of the student, to behave appropriately, courteously and cooperatively in all situations when using electronic equipment.

Teachers will discuss the rules outlined but we would appreciate your support in discussing them further with your child. Students and parents may then sign the agreement and return it to school. Students will be permitted to use computers in the school once this agreement has been signed and returned.

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content while using the Departments online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child at home or in locations away from school. The Department recommends the use of appropriate Internet filtering software.

Thank you for your cooperation
John Morrice
PRINCIPAL

The rules we follow at Bindoon Primary School when using computers or electronic equipment are:

1. I will use school computers only with teacher permission.
2. I will follow all instructions from the teacher when using computers.
3. I will use time effectively and do only the task/s assigned.
4. I will work co-operatively.
5. I will take care of hardware, peripherals and software.
6. I will only use school software.
7. I will start and shut down computers using the correct procedure.
8. I will not use school computers for anything that is against the law, is wasteful of resources or which will inconvenience others; for example
   ✱ Printing more copies than needed.
   ✱ Printing directly from the internet.
   ✱ Downloading music files, games, videos, live sites or streaming.
   ✱ Changing the settings on computers.
   ✱ Damaging or disabling computers or equipment.
9. I will only access/work on my own work which is stored in my own folder/file or my removable disk/thumb drive.
10. I will only use Bindoon Primary School thumb drives.
11. I will only keep school related data on thumb drives and in my files/folders. I will only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing any social networking sites.
12. I will not give out any personal information.
13. I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don’t like or feel are inappropriate.
14. I am aware that the school can check computer files and monitor internet usage.
15. I will acknowledge the source of information, images etc used in my work.
16. I will not copy someone else’s work into my work.
17. I know that if there is a breach of the rules, my computer privileges may be withdrawn and I will need to renegotiate my computer use.
18. I know that I am legally liable for misuse of the computer and that the police may be contacted.

As a responsible computer user at Bindoon Primary School, I will follow the above rules.

We have read this policy and agree to abide by the conditions and consequences stated in this policy.

Student’s Name: ________________________ Signature _____________________ Class: _______

Parent/Caregivers’s Name: ______________________________ Signature: _______________________

Date: _______________________

Teacher’s Name: ______________________ Teacher’s Signature _______________________

Date: ______________________
Appendix 2

Information and Communication Technology (ICT)  
Student Acceptable Use Agreement  
(Junior Years)

Information and Communication Technology (ICT) includes the use of computers, the school network, the internet, digital/video cameras and scanners and interactive whiteboards.

At Bindoon Primary School ICT is used to enhance teaching and learning including communicating with others, publishing student work and research.

Dear Parents/Carers

To develop in students a responsible attitude when using computers and electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise, on behalf of the student, to behave appropriately, courteously and cooperatively in all situations when using electronic equipment.

Teachers will discuss the rules outlined but we would appreciate your support in discussing them further with your child. Students and parents may then sign the agreement and return it to school. Students will be permitted to use computers in the school once this agreement has been signed and returned.

Please note that while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content while using the Departments online services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child at home or in locations away from school. The Department recommends the use of appropriate Internet filtering software.

Thank you for your cooperation  
John Morrice  
PRINCIPAL

The rules we follow at Bindoon Primary School when using computers or electronic equipment are:

1. I will use school computers only with teacher permission.
2. I will follow all instructions from the teacher when using computers.
3. I will use time effectively and do only the task/s assigned.
4. I will work co-operatively.
5. I will take care of hardware, peripherals and software.
6. I will start and shut down computers correctly.
7. I will not print without teacher permission.
8. I will only work on my own work and store work in my own folder/file.
9. I will make sure I understand any message on the computer screen before I tell the computer what to do next.
10. I will only use sites from the internet my teacher has told me to access.
11. I will not give out any personal information.
12. I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don't like or feel are inappropriate.
13. I will be responsible for leaving the computer area and classroom tidy and ready for the next user.

If I break any of these rules, then I will be unable to use the computers at school for a specified time.
I will need to renegotiate how I use the computers at school.

We have read this policy and agree to abide by the conditions and consequences stated in this policy.

Student’s Name: ______________________ Signature _____________________ Class: ______

Parent/Caregivers’s Name: ______________________ Signature: ______________________

Date: ______________________

Teacher’s Name: ______________________ Teacher’s Signature ______________________

Date: ______________________
Appendix 3

Rules for Year 4-7

As a responsible computer user at Bindoon Primary School, I will abide by the following rules

I will use school computers only with teacher permission.
I will follow all instructions from the teacher when using computers.
I will use time effectively and do only the task/s assigned.
I will work co-operatively.
I will take care of hardware, peripherals and software.
I will only use school software.
I will start and shut down computers using the correct procedure.
I will not use school computers for anything that is against the law, is wasteful of resources or which will inconvenience others; for example
- Printing more copies than needed.
- Printing directly from the internet.
- Downloading music files, games, videos, live sites or streaming.
- Changing the settings on computers.
- Damaging or disabling computers or equipment.
I will only access/work on my own work which is stored in my own folder/file or my removable disk/thumb drive.
I will only use Bindoon Primary School thumb drives.
I will only keep school related data on thumb drives and in my files/folders.
I will only access websites that are relevant to the information needed for school and have been approved by teacher/s. This includes not accessing any social networking sites.
I will not give out any personal information.
I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don’t like or feel are inappropriate.
I am aware that the school can check computer files and monitor internet usage.
I will acknowledge the source of information, images etc used in my work.
I will not copy someone else’s work into my work.

If I break any of these rules, then I will be unable to use the computers at school for a specified time. I will need to renegotiate how I use the computers at school.

I know that I am legally liable for misuse of the computer and that the police may be contacted.
Appendix 4

Rules for Juniors

As a responsible computer user at Bindoon Primary School, I will abide by the following rules

I will use school computers only with teacher permission.

I will follow all instructions from the teacher when using computers.

I will use time effectively and do only the task/s assigned.

I will work co-operatively.

I will take care of hardware, peripherals and software.

I will start and shut down computers correctly.

I will not print without teacher permission.

I will only work on my own work and store work in my own folder/file.

I will make sure I understand any message on the computer screen before I tell the computer what to do next.

I will only use sites from the internet my teacher has told me to access.

I will not give out any personal information.

I will turn off the monitor and tell the teacher immediately if I see or hear anything on a website or receive any messages that I don't like or feel are inappropriate.

I will be responsible for leaving the computer area and classroom tidy and ready for the next user.

If I break any of these rules, then I will be unable to use the computers at school for a specified time.
I will need to renegotiate how I use the computers at school.