

# ASHFIELD PRIMARY SCHOOL



## ICT CODE OF CONDUCT (3–6)

NAME \_\_\_\_\_ YEAR \_\_\_\_\_ ROOM \_\_\_\_\_

*If you use the online services of the Department of Education you must agree to the following rules:*

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education (DOE) may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented. I will not send emails for the purpose of socialising.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- I will not use websites that have messaging software for the purpose of 'chatting'.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences dictated in Schools policy; and
- I may be held legally liable for offences committed using online services.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Student's signature

Witnessed: \_\_\_\_\_ Date: \_\_\_\_\_  
Parent's/Guardian's signature

Office use only: Date processed:     /     /

Processed by (initials):