Petrie State Primary School

We are working together to ensure that every day, in every classroom, every student is learning and achieving…

Use of Information Communication Technology at our school

Dear Parents and Caregivers

Petrie State School provides many opportunities for students to use the widest variety of information technology resources together with the development of appropriate skills to analyse and evaluate such resources. Such access is a privilege and it entails responsibility.

Implementation Procedure:
1) The school's Internet administrator and members of the Information Communication Technology committee are responsible for providing email access, maintaining the curriculum network, establishing the procedure for accessing computers within the school and maintaining the school's Internet web page and the School's intranet.
2) Teachers are responsible for ensuring that students are supervised at all times while using computers and ipads and accessing email and the Internet.
3) Teachers are responsible for the selection of the Internet sites to be used by students. All sites will be examined for educational validity and accuracy before being book-marked for student use.
4) The school undertakes to ensure that information published on the Internet by students or the school satisfies legal requirements and those of Education Queensland in relation to copyright and safety.
5) Students agree to respect the rules and procedures for the use of computers, ipads, Internet and email.
6) Parents agree that their children will respect the rules and procedures for the use of computers, ipads, Internet and email.

Communicating on-line:
Opportunities will be provided for students to communicate locally, nationally and globally via email, chats, wikis, forums and blogs. Email is accessed via Webmail, a system provided by the Department of Education and Training. The other tools are accessed through The Learning Place, (http://education.qld.gov.au/learningplace/), a *safe* and *secure* environment hosted by DETE for the use of all school personnel. All tools can only be accessed using designated usernames and passwords. Access is restricted and student usage is fully monitored by the class teacher thus exposure to inappropriate material and contact with unsuitable individuals is avoided.

Cyber-bullying
Our school is aware of incidents outside school hours where students have become victims of cyber-bullying. Such incidents can happen when students use social networking sites such as Facebook. *Usage of these sites is not permitted at school*. With regard to bullying incidents stemming from misuse of such sites, consequences will ensue. If your child uses these sites outside school hours we urge you to supervise access and discuss appropriate use (it is a legal requirement that Facebook users be 13 years of age or over). Child safety experts recommend that primary school students should not make use of these sites.

Acceptable Use
On the following pages are the Acceptable Use Policies and Permission forms for students at Petrie State School. They will remain in duration for the students' enrolment at Petrie but will be updated when the ICT Committee considers it necessary. There is a separate policy for students in Years prep -2 and another for students in years 3-6. This policy should be discussed by the student and family, signed and returned to the student's teacher. If, at any time, you wish to make changes to this permission form please do so in writing to your class teacher. Parents with any questions or concerns are welcome to speak with the classroom teacher or phone the office for more information.

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Acceptable Use Policy for Computers, iPads, Internet and Email - Prep, Years 1 & 2

The computer network at Petrie State School has been provided for us to use as a tool in our classroom, computer lab and library. We will be able to use them in many ways to help us learn.

Student use of computers and ipads
1) I will only use a computer when my teacher is near.
2) I will follow all teacher instructions.
3) I will follow all the rules for using computers in the computer lab, library and classroom.
4) I will not tell my password to anyone else.
5) I will not bring USB drives, CD-ROMs or other software from home or anywhere else.
6) I will carefully look after all the computer equipment.

I understand that if the school decides I have broken these rules, I may not be able to use the computer for some time.

Parent or guardian
1) I understand that the Internet can provide students with valuable learning experiences.
2) I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive.
3) I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.
4) I believe _____ (Name of student) understands this responsibility, and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules or misusing computers in any way will be subject to appropriate action by the school. This may include loss of computer access for some time.

_____
(Parent or guardian's name)

_____
 (Parent or guardian's signature)

_____
(Date)

OFFICE USE ONLY

UserName:……………………………….   Account Creation Date:……………………….