



St Robert's
Newtown

~ Learning Technologies Acceptable Use Policy ~
~ Family Copy 2011 ~

Cyber Safety: refers to the safe and responsible use of the Internet and Learning Technologies equipment (computers, lap tops, electronic whiteboards and digital cameras).

Technology and in particular computer technology, is an integral part of today's modern world. St Robert's School appreciates the role that these Technologies have to enhance student learning, encouraging acceptable and appropriate digital citizenship that promotes Cyber Safety at all times.

General Rules of Learning Technologies Usage

Desktop computers, lap tops and electronic whiteboards operate in all classrooms at St Robert's School. Students are reminded that these Technologies can only be used when a teacher is present in the classroom and with their teacher's permission.

- i. Hands should be clean at all times when using any Learning Technologies.
- ii. No food or drink is permitted near any Learning Technologies at any time.
- iii. Modifying any settings on the Learning Technologies (eg backgrounds, screensavers, video settings, shortcuts, etc) is not permitted without permission from a teacher.
- iv. Under no circumstances is it permitted for any software to be transferred between the school and students' homes without teacher permission. This includes any project files, files downloaded from the Internet, via email, etc.
- v. All students have their own folder, to the discretion of their classroom teacher, housed in a Class Folder on the Network File Server. This means they are required to save their work on the School's H Drive. Students in grades Three, Four, Five and Six will have their own USB Memory Stick to save digital files that require a lot of memory. It is each student's responsibility to maintain their USB and its contents. File names in folders should be relevant to the file. Files found outside their USB Memory Stick will be deleted. Unacceptable files

found within these USB Memory Sticks will be immediately removed. Should any student find an unacceptable file within their own folder or USB Memory Sticks, they should immediately inform a teacher.

Acceptable Use of the World Wide Web

Each Desktop Computer and Lap Top has access to the World Wide Web. Students in Grades Prep, One and Two access the World Wide Web with a unique Class Login Password and students in Grades Three, Four, Five and Six have Personal Login Passwords that allows such access.

- i. Students must always seek permission from a teacher and be under teacher supervision at all times when accessing the World Wide Web.
- ii. Students are not to look for, view or download unacceptable graphics, sounds, or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance.
- iii. The downloading of ANY material from the Internet requires permission from a teacher.
- iv. If a student should accidentally access a site with unacceptable material on it they should immediately tell a teacher.

Personal Safety

St. Robert's School is committed to promoting an awareness of cyber safety in our Learning Technologies curriculum.

- i. Students (Grades 3 – 6) change their Passwords frequently and do not disclose their Passwords to other students.
- ii. Sending any personal information (full name, address, phone numbers, etc) via the school email system is strictly forbidden.
- iii. If students come across any information that makes them feel bad, upset or uncomfortable they will turn off the monitor or click on the HOME button and must tell their teacher immediately.

Acceptable Use of Email facilities

Each student has access to a St Robert's School email account accessed through their Desktop Homepage. St Robert's School endeavors to scan all emails sent from all student accounts.

- iv. Students should always use normal, polite and considerate language when using the email facilities to send and receive messages.
- v. Students must gain permission from a teacher before sending an email from their class account.
- vi. Students are not to access any other person's email at any time.
- vii. The exchange of other files (graphics, sounds, etc.) using the school email system is unacceptable without teacher permission.
- viii. Digital images sent as attachments, may be sent only if a consent form has been signed by parents.
- ix. If a student should receive an email message that makes them feel uncomfortable they are to tell a teacher immediately.

Acceptable Quality of Published Works

The use of Learning Technologies is encouraged and applied throughout the St Robert's School's curriculum.

- i. Students should thoroughly check their work before attempting to publish it using Learning Technologies. This should include Spelling, Grammar, appropriateness of graphics, sounds, topic, etc.
- ii. After being checked by the student, the work **MUST** then be checked thoroughly by a teacher, and be authorised as being suitable for publication.

Copyright Laws

- i. If student work is to be published only within the school setting (eg. books, posters, presentations, etc) then materials copied from other sources need only be referenced in a bibliography or reference list.
- ii. If student work is to be published on the World Wide Web, permission must be gained from the owners of any material copied or used within their work, eg. pictures, sounds, etc. Such permission may be gained through email contact, written requests, etc.
- iii. If students are unsure as to whether they require Copyright permission they should ask a teacher for advice.

Permission for Publication of Student Work

- i. Students may be asked by the classroom teacher to publish their work suitable for public viewing on the Internet (MyClasses Page only, via email or the official St Robert's School website). Personal details of students including their full name, address and contact details are **never** to be included with published works.

Consequences for the disregard of the Acceptable Use Policy Guidelines by students.

Students at St Robert's Catholic School have a right to the use of the extensive Learning Technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this; the consequences will lead to a loss of this right.

- i. A student who does not use the Learning Technologies in an appropriate manner will incur a verbal warning accompanied by a written letter addressed to the student's parents.
- ii. A student who displays any deliberate or particularly offensive act will incur a parent interview and loss of Learning Technologies rights for a period of time that will be negotiated by the teacher and the Principal.



St Robert's Newtown

The St Robert's School Learning Technologies Acceptable Use Policy is now on the school's website www.srnewtown.catholic.edu.au. Please visit the "Parents" tab and select "Forms". If you are having difficulty accessing the Policy please see your child's class teacher to obtain a hard copy.

~ Learning Technologies Acceptable Use Policy ~ *~ Student Permission Form 2011 ~*

Please return this form only to your class teacher.

1. Please read and discuss with your child all of the information presented in your copy of the Learning Technologies Acceptable Use Policy obtained from the school's website.
2. If you and your child understand and agree with the conditions and implications detailed in the Learning Technologies Acceptable Use Policy, please complete the following proforma.

Surname.....First Name.....

Class.....

I have read the Learning Technology Acceptable Use Policy and accept the conditions outlined. I understand that if I do not follow these guidelines and promote acceptable and appropriate digital citizenship by being "Cyber Safe" my Learning Technology privileges will be denied for a period of time that will be negotiated with my class teacher and the Principal.

Student's Signature.....

Parent's Signature.....

Date.....