



Signature required

WYNDHAM PARK PRIMARY SCHOOL ICT CODE OF CONDUCT

ACCEPTABLE USE AGREEMENT for SCHOOL STUDENTS

FOUNDATION – GRADE 2

As the ICT user at this school I will follow these rules including our school matrix:

I want to be a good computer user:

- o I will have clean hands when I use the computer
- o I will use gentle hands when I use the computer
- o I will ask for help when I don't know what to do
- o I will share the computer with classmates
- o I know that teachers might look at what I do on the computer
- o I will not tell anyone my password

When I use the Internet:

- o I will tell my parents about the things I do on the internet
- o I will stay on the web pages my teacher shows me
- o I won't tell people on the internet who I am or where I live
- o I will tell my teacher and my parents if I see something on the internet that makes me feel uncomfortable
- o I know that I can only use the computer if I am responsible.

Student Name: _____ Grade _____

Parent/Guardian Signature _____ Date _____

Teachers Signature _____ Date _____

GRADE 3 – GRADE 6

As the ICT user at this school I will follow these rules including our school matrix:

1. I will use the School computers only for the task I am meant to be doing and I will only access information that is useful to me in my learning.
2. I will take care of the School's ICT equipment
3. I will only use the software approved by the teacher
4. I will look after the environment by not wasting resources; for example by:
 - o Not printing more copies than I need
 - o Not downloading large files unnecessarily
5. I will log on the network using my account and I will keep my password/s to myself, and not use the passwords of others
6. I will not use the School Internet or network services to download, display, print, create, save or transmit material that:
 - o Use obscene, threatening or disrespectful language
 - o Are rude or abusive
 - o Cause offence to others or engage in bullying behaviour
 - o Are illegal or dangerous
7. If I accidentally come across something I am unhappy with I will immediately click on the home or back button and inform the teacher
8. I will not intentionally spread viruses across the network
9. I will not give out any personal information such as my surname, address and/or phone number or that of my parents or others unless I have permission from my parents/guardians
10. I will not publish a picture or email a picture of myself without first checking with the teacher
11. If I receive any messages that I do not like I will immediately tell a teacher
12. I know that the School may check my computer files and may monitor the internet sites I visit
13. I know that the School will take all reasonable precautions to ensure that I cannot access inappropriate materials
14. I know that the School will not be responsible for any loss of data or for the accuracy of the information I obtain through the School ICT
15. I will not copy other people's work and call it my own, including pictures an information I find on the internet and network.

If I break any of these rules, then I may be unable to use ICT at school and I will need to re-negotiate how and when I use ICT with the Principal.

Student Name: _____ Grade _____ Student Signature: _____

Parent/Guardian Signature _____ Date _____

Teachers Signature _____ Date _____

SCHOOL BASED PERMISSIONS:



1. **LOCAL WALKING EXCURSIONS:** From time to time throughout the year, a staff member may wish to take a group and/or class out of the school for a local walking excursion (e.g.: class visits to the local library, wetlands, local park etc.) The children will walk to the venue under supervision.
 - *I give permission for my child to attend any local walking excursions throughout the year. In the event of an accident or illness to my child, I authorise the staff in charge of the excursion to consent, where it is impossible to communicate with me, to my child receiving such medical or surgical treatment as may be deemed necessary.*

2. **STUDENT MEDICAL DETAILS: I understand that**
 - *It is my responsibility to inform the school of, and provide the school with any management plans for my child (e.g.: Asthma, Anaphylaxis, Allergy etc.)*
 - *Where students require ongoing medications, parents/guardians/carers are responsible for providing accurate written information regarding dispensing of medication. All medication must be clearly labelled with the student's name and required dosage in the original packaging.*
 - *If medication is to be administered by a staff member, a medical indemnity form must be filled in and signed by a partner/guardian/carer. You can get these forms from the school office.*
 - *To ensure that all school records are current, it is my responsibility to inform and provide the school with medical detail updates in relation to my child.*

3. **FOOD ALLERGIES / RESTRICTIONS: I understand that throughout the year my child may participate in the preparation or eating of food, e.g.: cooking, celebrating special events (i.e. birthdays) and learning about food and cultures.**
 - *It is my responsibility to inform the school if my child suffers from any allergies or religious restrictions.*

	Restricted Food	Reason for restriction E.g.: cultural/religious/allergy/intolerance
1		
2		

4. **PG RATED VIDEOS/DVDS:** At certain times throughout the year the school will be showing videos or DVDs that have at PG rating:
 - *I give permission for my child to watch PG videos or DVDs, if appropriate to the context of my child's learning.*

5. **BRINGING PERSONAL ITEMS TO SCHOOL:** I understand that personal items and equipment (e.g.: family mementos, special toys, technology etc.) brought to school are not covered by any insurance and the School or Department of Education and Early Child Development (DEECD) will not pay for any loss or damage of such property. This also includes bikes, scooters and skateboards that need to be chained/secured in bike racks. NB: All helmets must be kept with school bags during school times.

I have read and agreed to items 1-5

Name: _____ **(Parent/Guardian/Carer)**

Signed: _____ **Dated:** _____



INTERNET and EMAIL – ACCEPTABLE USE POLICY: The use of the Internet at Wyndham Park Primary School is a privilege. Inappropriate use will result in a loss of that privilege.

Please read and discuss these guidelines with your child:

- **Internet Use:** *Students can only access internet sites under teacher supervision. Students are forbidden to access sites that would be offensive to parents, teachers and other students.*
- **Privacy:** *students must not disclose their identity, home address or phone number online*
- **Email:** *students should always send messages that are courteous and respectful as they are representing Wyndham Park Primary School.*
- **Respect:** *Students must respect the right of others and not read mail, files or use other people's passwords.*

I will discuss these guidelines with my child.

Signed _____ (Parent/Guardian/Carer)

PHOTOGRAPHS TAKEN AT SCHOOL:

Within the School for School Use: Occasionally photographs of students are taken for special activities and we ask for your consent to use these images within our school.

- ***I give my permission for my child's photograph to be taken for the use in the school and for classroom activities***

Signed _____ (Parent/Guardian/Carer)

Within the wider Community: Occasionally photographs of students are taken for special activities that take place at the school by the media (usually local media) We ask for your permission to use these images and name of your child.

- ***I give my permission for my child's photograph to be taken by the media and used as publicity material in the media.***

Signed _____ (Parent/Guardian/Carer)

Internet: Occasionally photographs of students and student work are published on the school website, newsletter (posted on our website and Seesaw App) or school blog.

- ***I give my permission for my child's photograph and school work to be published on the school website, newsletter or school blog.***

Signed _____ (Parent/Guardian/Carer)

YEARBOOK: At the end of each year the school publishes a Yearbook. It is a yearly celebration of school events and activities, student group and individual sporting achievements. Each class group contributes to a page in the yearbook. Photos and names of students and student work are published in our yearbook.

- ***I give my permission for my child's photo, name and school work to be published in the school's yearbook.***

Signed _____ (Parent/Guardian/Carer)

HEADLICE INSPECTIONS: During your child's enrolment at Wyndham Park Primary School there may be outbreaks of head lice infestations. It may be necessary to inspect all students in a class. Staff members are aware that this can be a sensitive issue and will provide necessary information to students. The inspection will be conducted by a member of staff.

- *If lice are found, parents will be notified and provided with advice*
- ***I give my permission for my child to participate in a head lice inspection.***

Signed _____ (Parent/Guardian/Carer)