Computing facilities are provided for the educational benefit of students and the professional development of staff. We want all our students to recognise and realise the full potential of this new medium and become productive members of a future society in which computers will become an increasingly important component. The School will provide training for students in computing and Internet use, and also will make users aware of the School Computer Policy. Behaviour that interferes with these primary objectives will not be acceptable.

**General Policies**

1. Priority will be given to students using computers/internet for educational purposes i.e. research, publication & completion of computer projects and assignments.
2. Appropriate use of language must be used in all activities including email.
3. Consideration must be given to other computer users, ensuring all users receive equal computer time.
4. Sound levels need to be moderated to avoid inconvenience to other users.
5. Computer equipment is expensive and must be treated carefully.

**Students must not**

1. Attempt to repair hardware without permission.
2. Reset computers or change computer preferences.
3. Unplug cables or equipment.
4. Turn off computers or printers.
5. Knowingly infringe copyright.
6. Carelessly or deliberately waste resources (all printing must be first approved by the teacher on duty).
7. Touch monitor buttons
8. Fill in questionnaires or other interactive forms on the Internet without permission.

**Students must**

1. Report other people breaking these rules.
2. Follow the teacher’s instructions while in the Library and/or using Computers.
3. Always close the programs before leaving their computer.
4. Remove all rubbish and replace furniture before leaving their computer.

**Internet Access**

Access to the Internet is available to assist students with their education. Software, which filters out unacceptable sites and emails, is in place on all departmental computers. Students using computers outside the guidelines listed above, will be denied access to school computers for a period of time. Parents will be informed and we trust that parents will support our action on the home front as well.

We have developed a **Code of Practice** and would like all parents to read, sign and return to school as soon as possible. The return of this agreement will ensure that your child has a “licence” to access our computer network.

Thank You

Rene Wavell
North Adelaide Primary School
Internet/Computer/iPad CODE OF PRACTICE
Student Agreement - 2014

Student Name

I agree to use the iPad/Internet/computer in a responsible manner.

When using the Internet at North Adelaide Primary School I will:

• Only work on the iPad/Internet/computer for purposes specified by my teacher.
• Not give out personal information on the internet such as my surname, address, telephone number.
• Never send a person my picture.
• Always have my teacher's permission before sending e-mail to someone outside @schools.sa.edu.au domain.
• Always report suspicious emails or spam.
• Compose e-mail messages using language acceptable in my school.
• Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. I will report this to a teacher immediately.
• I will not use material from other web sites unless I have acknowledged by way of bibliography or been given permission by the person who created the material. If I am unsure I will check with my teacher.
• Not use the Internet to frighten, intimidate, harass or bully another person.
• Follow school guidelines and procedures when preparing materials for publication on the Internet.
• Notify teachers if inappropriate material appears
• Not record inappropriate images or footage using the ipad camera
• Not make unauthorised system modifications such as 'jail-breaking' or hacking.
• Take care of the iPad, don't eat or drink while using the ipad, exercise common sense when transporting the iPad.
• Keep passwords and security settings confidential.
• Only use my own iPad.
• Not download any apps or music as iPads are all synced to a school computer and iCloud will not be activated.

Parent........................................................................... Student.................................................................

I understand that breaches of these rules will see me lose my Internet access/ipad rights for a period of time determined by the school.