



Play the Game

Lane Cove Public School

ACCEPTABLE USE OF TECHNOLOGY POLICY

Lane Cove Public School aims to support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online services and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

2017

Aim

Lane Cove Public School is committed to the pursuit of excellence in learning and teaching through the integration of learning technology into education programs.

This policy outlines safe, appropriate, legal and confidential use of the school's ICT (Information Communication Technologies) services and facilities, enabling students to become familiar, responsible and competent users of Information Technology.

Acceptable Use of Technology – Responsibilities

When using digital tools and/or internet and online communication services at school, I will use the technology for learning.

I respect myself and others when using technology by:

- keeping my passwords private
- only publishing or sharing things that I am willing to share with my teacher and whole class
 - I will not publish or post anything unkind, mean, inappropriate or unlawful including bullying, offensive, abusive or discriminatory comments
 - I will not publish or post comments, photos or videos of other people unless I have their permission.

I behave safely and responsibly when using technology at school by:

- using my school email account and the school internet for educational purposes only
- only accessing websites as directed by my teacher
- acknowledging copyright material accessed from the internet
- keeping personal information private (my own and other people's) e.g. family details, home address or phone numbers
- logging off after using a computer
- immediately reporting anything to the teacher than makes me feel uncomfortable (including offensive material and inappropriate behaviour)
- not accessing inappropriate sites, those that advocate violence or illegal activities or those that are disrespectful or gender biased
- not using personal electronic devices during school hours
- never sending or publishing inappropriate or illegal material, e.g. sexually explicit or sexually suggestive material.

I take care of school property when using technology at school by:

- only using the digital tool in the classroom as directed by my teacher
- taking care of the school digital tools such as computers, iPads, notebooks and cameras
 - I will not change the settings on digital tools
 - I will not delete or change other students' work.

Consequences for misuse of technology

When using digital tools and/or internet and online communication services at school, I am responsible for my own actions.

If I misuse technology I am not meeting my responsibilities. I could cause harm to myself, others or school property.

My use of internet and online communication services can be audited and traced to my Department of Education account.

- A breach of this policy will result in class teachers, Executive Staff or the Principal determining appropriate consequences, including disciplinary action
- Consequences for misuse include possible withdrawal of access to services. Consequences will be determined by the school's Student Welfare and Discipline Policy (Code of Conduct) and Anti-Bullying Policy
- If the misuse includes illegal conduct, NSW Police will be contacted.

LANE COVE PUBLIC SCHOOL

ACCEPTABLE USE OF TECHNOLOGY POLICY

We have read and discussed the Acceptable Use of Technology Policy.

Student:

Class:

Student signature:

Parent/Caregiver:

Date:

Please sign and return to your child's class teacher.