

# Parent Permission Form

\_\_\_\_\_

(Parent/Caregiver Full Name)

being the Parent/Caregiver of

\_\_\_\_\_

(Students Full Name)

have read the information contained in this document with regard to the appropriate use of the computers at Leonora DHS.

I understand the implications of this agreement and I hereby consent to my child having access to the school computer system.

My child may use Email & the internet as a curriculum learning tool according to the guidelines laid out in this document.

I understand that this document will be kept at school for further reference if necessary.

**Parent/Caregiver Signature:**

\_\_\_\_\_

**Date:** / /

## Parental Responsibilities

*We encourage Parents/Caregivers to discuss this Agreement with their child to help them understand their Roles and Responsibilities associated with school computer use.*

# Student Consent Form

\_\_\_\_\_

(Student Full Name)

Have read and understand the conditions laid out in this Acceptable Use Policy and agree to comply with the Policy.

As a student of Leonora DHS, I agree to use the school computers and Network in an appropriate manner.

I understand that if I break the rules laid out in this agreement, I may be subject to disciplinary action and or loss of my computer privileges.

**Student Signature:**

\_\_\_\_\_

**Date:** / /



## LDHS Internet Student Use Policy

*This policy is guided by the Department of Education and Training's Telecommunications Use Policy*

## LWICT at Leonora DHS:

Leonora DHS has been ungraded as a LWICT school. The implications of this are:

- Speed of access and type of information access will be vastly increased within the school.
- Information access within the school & student classroom resources will be significantly improved. Students will have an opportunity to enhance learning outcomes using the Internet as a 'Resource' Tool'.
- Students will be encouraged and educated on how to be 'Critical Users' of Internet materials and how to locate, process and utilise information.
- Student's communication skills with relation to collecting, gathering and using electronic data should improve. An overall focus of this program is to enhance our students ICT competence to encourage life long learning skills.
- All students will have access to the Internet.

Access to this environment will only be given to students who;

- Have obtained written consent from a Parent or Caregiver (Using Parent Permission Form).
- Have read this Internet Acceptable Use Policy and fully understand the roles and responsibilities of students and staff with regard to Computer/Internet use in the school environment.
- Have signed this document, thereby agreeing to all the Terms and Conditions laid out in this Internet Acceptable Use Policy.

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*The use of computer and the Internet at Leonora DHS is a **PRIVILEGE**, not a right. Failure to adhere to this policy will lead to disciplinary action **and/or** cancellation of student access to computers.*

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## Code of Conduct

### Students will:

- Keep their account passwords private. If students do give their password to others and their account is used 'inappropriately', the account holder will be held responsible for the misconduct and may lose their Internet Privileges.
- Always observe the ethical and moral responsibility regarding copyright laws. This includes work published by other students. Any material accessed from the Internet or Intranet will be acknowledged.
- Not access, alter or tamper with any other student's work folders without the express permission of the owner.
- Notify the supervising teacher immediately if, by accident, they encounter inappropriate material on the Internet. Students will need to report what procedure they undertook prior to accessing this material. This data, along with the URL will be passed on to a Learning with ICT Co-ordinator (LWICT) for further action.
- Not damage any computer hardware, software or network operation.
- Not download or install any software, shareware or freeware.
- Not seek, create or receive material that would be considered racist, offensive or abusive. This includes viewing, sending or displaying offensive messages or pictures.
- Not post any personal contact information (theirs or other students) to the Internet. This includes any information with relation to the students' full name, or location.
- Not access any chat rooms or use, download or install chat software.
- Consult the supervising teacher before loading any media or memory devices brought from outside the school environment. These are a potential virus threats and may damage the computer or school Network.
- Participate in a learning session to discuss this Policy and to ensure they understand what is expected from them and the school. This will be carried out before students sign the Consent Form.

## Code of Conduct

### The School will:

- Provide adequate supervision while students are engaged in computer activities. Best efforts will be applied to prevent students from accessing inappropriate internet content. The school will act responsibly and quickly in instances where inappropriate materials are accessed. Unfortunately, even with strict filtering of websites at an Education Department and School level, the system is not infallible and access to inappropriate content is sometimes unavoidable.
- Use a login system to control access to the Internet. This system also allows staff to view computer logs that indicate individual student use of computers and accessed content.
- Only Administration staff will have the authority to provide or change student passwords.
- Incorporate the use of ICT into student learning programs to enhance the learning experience.
- Reserve the right to inspect any material stored in student folders. **Any** material found to be inappropriate will be removed at the sole discretion of staff. Disciplinary action will apply where necessary.
- Never provide identifying information about the full names, addresses or any personal details about students, staff or community members. If any of the above information is required for the proposed school website, written permission will be obtained from Parents, Caregivers or Community Members where necessary.
- Provide guidance to all its students with regard to the security risks of providing personal information to anyone on the Internet.
- Email messages will only be transmitted during class activities and therefore supervised by staff members.
- Provide introductory lessons to help students make a clean transition into the use of electronic data.