## Expectations and Consequences

When using the School Network:

Students will:

- work cooperatively and take great care of equipment
- only access Internet sites with information relevant to their current assignment.
- store only school related material on the network or disk.
- be expected to follow the directions of the teacher.
- use the "'Back" button if they come across anything that makes them feel uncomfortable when using the Internet,
- report all such incidents to the teacher.
- Let the teacher know if they or others are breaking the rules.

Students will not:

- attempt to visit inappropriate or irrelevant sites on the Internet
- misuse computers, computer systems, computer facilities or computer networks in any way,
- use other peoples' passwords or user names,
- look at others' folders, work or files without permission, or waste resources.

Consequences for inappropriate behaviour while using the schools LT resources could include:

\* only working under teacher supervision

\* loss of access privileges

\* conferencing with the school leadership team

\* notes home outlining the inappropriate
  behaviour which occurred.

### FORBES PRIMARY SCHOOL
### Learning Technologies
### Network User Policy
#### July 2009

Forbes Primary School is seeking to provide its students with the best possible resources to prepare them for their future.

A Network User Policy is an agreement that outlines the terms and conditions for the use of computers, computer networks, computer facilities  and Internet at Forbes Primary School.

## Getting permission

Students must have permission from a teacher or a supervising adult before they begin using any of the school learning and communication technologies.

Students will be taught four prompts to help them be responsible users. They will be expected to:

1. **Understand the task they are doing**
2. **Ask for help when and if they need it**
3. **Stay on task**
4. **Click the Back button and report**
     *(eg: if you're somewhere you should not be)*

## Responsible Behaviour

Forbes students must take responsibility for their own behaviour while using the computer network.

- Students will be encouraged to look at sites that have been selected and bookmarked by teachers.
- Teachers will instruct students in use of search engines that are appropriate to their age and skill level.
- All students will have access to Internet information resources through their classroom, the Resource Centre, Discovery Room and LT Room. All sites which the user accesses (or attempts to access) will be recorded centrally, leaving "a digital trail" as the user surfs the web.
- Students will be well trained in using the network and taught to make appropriate choices. If they do come across irrelevant or inappropriate material on the Internet, students must disengage immediately, by using the back or stop button.
- Students may bring work from home on floppy disk, however it will be checked for viruses by a software program called McAfee.
- Students will have eMail access only under their teacher's direct supervision using a classroom account. eMail will be by class name only, not student names.
- Students respect equipment and facilities

### www.forbesps.sa.edu.au

## Netiquette

Netiquette is Internet - etiquette. Sometimes being anonymous on the Internet causes people to forget themselves in what is really a public place. Written work should not contain any inappropriate language. Users should be aware that it is not ethically acceptable or responsible to send eMail to someone and make it look like it came from another person's account. It is also inappropriate to log on to the Internet under someone else's user name and pretend to be that person, or to look onto other people's files without permission. Chatrooms will not be accessed at school.

## Plagiarism

Students will not plagiarise works they find on the Internet. Plagiarism is taking the ideas, images or writings of others and presenting them as if they were their own. All sources of information and media must be acknowledged. Copyright law can be very confusing. If users have any questions they should ask their teacher.

## Safety

When using the Internet, students must not give out any information about themselves or anyone in the school community. They must not reveal their own or anyone's surname, personal address, passwords, phone numbers or even the way they walk home, where they play sport, etc

Filters (or blocked sites) apply to webpages that have inappropriate material for schools. This includes sites that have their IP number in their location address.