Leeman Primary School’s ICT facilities are provided to enable students and staff to access and use a variety of computer hardware, software, iPads, digital cameras and information sources including the internet and email. These facilities are provided to further the educational goals of the school community through access to unique resources and opportunities for collaborative work. As such the use of these facilities should be for the purposes that are legal, ethical and consistent with the educational values of the school and the Department of Education (DoE).

Both DoE and Leeman Primary School have monitoring systems in place which will record all activity on the network, including access to online Internet services, and will indicate if inappropriate activity has taken place.

OVERARCHING GUIDELINES

- The Principal is responsible for overseeing the operation and security of all ICT equipment that belongs to Leeman Primary School.
- All ICT equipment is to be used appropriately and is intended for educational purposes only. Students are to use this equipment under the supervision of school staff.
- The configuration of ICT equipment is not to be changed without the permission of the class teacher or Principal. This includes the downloading of software, music and iPad applications.
- All staff and students are to take reasonable measures to ensure network passwords are secure to prevent unauthorised access.
- Social networking sites (such as Facebook, Twitter, MySpace) are not to be accessed on school curriculum- network computers.
- Staff and students must not initiate into the school’s computer network computer viruses or other malicious software or attempt to bypass the mandated virus protection software in use by the DoE.
- The school will include instruction relating to the correct use of ICT equipment; the development of ICT skills to allow students to engage in a globalised world; and issues associated with cyber bullying.
- Any accidental or unintentional access to inappropriate websites by staff or students must be reported immediately to the class teacher (students) or the Principal (staff only).
- The school administration- network is for use by staff only. Staff are to ensure they take reasonable measures to not allow or facilitate the unauthorised access to this network.
- The school Principal and Registrar are the only authorised people to add/ remove users from both of the computer networks that operate at Leeman Primary School.
- Student use of Leeman Primary School ICT equipment will only occur following the school receiving a signed copy of the “Student Agreement Form”.
- Students are not permitted to share personal information with others when using ICT equipment and/or the internet.
- All users are to adhere to guidelines relating to the intellectual property of content on the internet.
LEEMAN PRIMARY SCHOOL
10 Spencer Street, Leeman WA 6514
Tel: (08) 99531083   Fax: (08) 99531450

STUDENT ICT USE AGREEMENT FORM

Students will not:
• place food and/or drinks at or near any ICT equipment;
• use the computers and other hardware unless there is a teacher present in the room;
• add or remove any software or folders without the permission of the class teacher; and
• fill their personal folders with more than 50mb of work.

ICT Use - Student Declaration
When using the ICT equipment at Leeman Primary School I will:
• only use ICT equipment for school purposes and as per my teacher’s instructions;
• access the internet(emails only under the supervision of a school staff member;
• only look for or use information that is appropriate to the school subject matter;
• immediately report an unsuitable site to the teacher;
• seek permission from the teacher before copying or downloading from the Internet;
• use the Internet and ICT equipment so that it doesn’t cause offence to anyone;
• never share or allow others to use my logon and password; and
• not change the set up of ICT equipment. This includes the downloading of software, iPad applications and music.

Student Declaration (Kindergarten- Year 2)
I have read and discussed these guidelines with my child.

Student’s name: ___________________________   Parent’s signature:____________________

Year:________          Date: ______________________

Class Teacher’s signature: ____________________   Date: _______________________

Student Declaration (Year 3- 6)
I have read the Leeman Primary School Information & Communications Technology Policy with my parents/caregivers and discussed the contents. I understand that I need to use all ICT equipment in an appropriate manner and in accordance with the Leeman Primary School ICT policy.

Student’s name: ________________   Student’s signature:______________

Year:________          Date: ______________________

Class Teacher’s signature: ________________   Date: ______________________

Parent or Caregiver Declaration:
I have read and discussed the Information & Communications Technology Policy with my child and I understand that Internet access and school ICT equipment is designed for educational purposes at Leeman Primary School. I also understand that any student breaking these rules will be subject to appropriate action through the Leeman PS Behaviour Policy. This may include loss of access to the internet and ICT equipment. Parents/caregivers will be notified of breach of rules.

Parent’s name: ___________________________   Parent’s signature:____________________

Date: ___________________________