Printing
Each student has a $20 printing allowance. Printing will be charged at 10c per black and white copy and $1 per coloured page. If students exceed this limit further printing will not be permitted unless parents cover costs.

Expectations
The use of the computer network and the Internet is a privilege, not a right, and inappropriate behaviour will result in the cancellation of those privileges.

When working on 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 materials on the network.
- 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, and 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.
- Damage computers, the computer network or other related equipment in any way.
- Use other peoples' passwords or user names.
- Look at others' folders, work or files without permission, or waste resources.
- Record, transfer or download materials that are offensive, including language or images that are not acceptable in class.
- Play games, music or programs from home on school computers.
- Eat or play inappropriately near the computers.
- Use chat or instant messaging services.
- Plagiarize (take the ideas and writings of others and present them as their own) any works accessed using the computer system.

Naracoorte South Primary School
Information and Communication Technologies (ICT)
User Policy 2014

Naracoorte South Primary School is committed to providing quality I.C.T. resources and learning opportunities for all students.

The NSPS network of computers is to be used as an educational tool.

The Internet facility is to be used for teaching and learning purposes:
- Research - to find information
- Communication - to send or find information
- Collaboration - to work and to share with others

An ICT User Policy is an agreement that outlines the terms or conditions Computer Network and Internet use at Naracoorte South Primary School.

www.narsouthps.sa.edu.au
Network Etiquette
Users are expected to abide by generally accepted rules of network etiquette. These include (but are not limited) to the following:

1. **Be polite** - use appropriate language. You represent the school so it is important to behave appropriately when you are on line. Students need to be aware that when using the Internet, they are entering a global community and all their actions reflect directly upon the school.

2. **Respect other people's work** - do not access other people’s files without their permission, or interfere with their files, or harm any part of the system.

3. **Privacy** - When using the Internet, students must not give out any information about or images of 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.

Copyright
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. Copying of copyright materials including graphics, sound and video is an offence. Check with your teacher if uncertain about whether the material is public domain.

Information
The information on the Internet may not be accurate. Students will be encouraged to check or validate information.

Safety
Filters (or blocked sites) apply to web pages that have inappropriate material for schools, through Edu Connect Filtering. This includes sites that have their IP number in their address. A central list of banned sites is kept by DECD ICT services.

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. Student must be under supervision at all times, when using equipment or Internet.

The 4 Prompts
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
Naracoorte South Primary students must take responsibility for their own behaviour while using the computer network.

1. Teachers will instruct students in the use of search engines that are appropriate to their age and skill level.
2. Students will be encouraged to look at sites that have been selected and bookmarked by teachers.
3. 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 button.
4. Students will have e-mail access only under their teacher’s direct supervision.
5. From time to time, there may be a specific request made by teachers to allow students permission to undertake online learning activities, in addition to the aspects covered by this document.

Consequences for inappropriate behaviour while using the school’s ICT resources include:

- Only working under direct teacher supervision.
- Conferencing with the school leadership team.
- Notes home outlining the inappropriate behaviour which occurred.
- Loss of access privileges.
Student Agreement / Permission

- I agree to be responsible when using ICT resources at NSPS, and accept the conditions for use as stated in the ICT User Policy. I understand the consequences of not following the ICT User Policy.

_________________  _________________ Student Name   Student Signature

Parent Agreement / Permission

- I have read and understood the above conditions and acknowledge my son/daughter's acceptance of these conditions and the associated consequences.

_________________  _________________ Parent / Caregiver Name  Parent / Caregiver Signature

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<th>Consequences</th>
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<th>Staff signature</th>
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