



## **Williamstown Primary School - Conditions for Computer Use**

### **Background for parents & carers**

Williamstown Primary School computers are provided for staff and students as a resource to enhance teaching and learning opportunities. Computer usage is a key part of all classroom programs. All students have access to computers, including filtered Internet access. Some older students have a school administered individual e-mail address. Before any student is allowed to use networked computers at Williamstown Primary School, we need to ensure that they understand the rules of computer use. For this reason, we would like you to please explain these rules to your child. The school will also tell students of these rules.

Student use of computers, access to e-mail, the Internet comes with obligations and expectations of appropriate behaviour.

Teacher supervision and a range of technologies monitor student usage. The school uses electronic filters in order to prevent access to inappropriate sites on the Internet.

This document outlines to you the expectations that students must meet in order to use the school's computers. Parents / carers should be aware that students are supervised when using computers to ensure that they are making appropriate use of these resources. As a parent / carer of a child at WPS, you are required to ensure that your child is aware of their rights and responsibilities. If a student does not use computers appropriately, they will be dealt with under the school's rules. This may include denying the student computer access for a period

Please ensure that your child is aware of the attached rules of computer use

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Williamstown Primary School – ICT Code of Conduct

**Student Name:** \_\_\_\_\_  
**Grade** \_\_\_\_\_ **Year Level** \_\_\_\_\_

**Student Agreement [parents / carers please explain to your child]**

1. Students must follow all teacher instructions regarding the use and activities on the computer.
2. Students need to take great care with the computer resources of the school and will maintain respect for the desks, chairs, computers, printers, cables etc. I will not eat or drink near any computer.
3. When using the Internet or email, students will only access appropriate information and send messages that are relevant to the work being completed.
4. Students will only play games on the school's computers when allowed by teachers [e.g. wet days, lunchtimes or when related to a specific learning activity].
5. When using the Internet, if in the unlikely circumstance that a student comes across any socially unacceptable material, students must immediately notify the supervising teacher. The school principal and ICT coordinator will then deal with this matter appropriately.
6. Students will only login to a computer using their own user name and password and will always log off when finished with a computer, unless allowed to do otherwise by a teacher
7. Students will respect the e-mail and password privacy of other students.
8. Students will make sure that any e-mail communication that they send out shows that they are a great Willy Kid.
9. Students will ask a teacher before printing large numbers of copies, printing in color or downloading large files
10. Students will not use the school's computers to bully or defame. Any incident of cyber bullying will be dealt with by the school principal and ICT coordinator

**Parent Carer**

Name (Please print)

Signature: