Years 4 - 6: Acceptable Use Policy

I understand that my laptop is the result of hard work by my school and a sacrifice by my parents and I need to take care of it at school as well as at home. Following these protocols will help me.

Protocol 1: So that my battery lasts all day, laptops may only be used when my teacher(s) gives me permission within school bell times.

Protocol 2: I must make sure I bring my computer to school fully charged and ready to assist me with my learning every day.

Protocol 3: My laptop must remain in its protective case inside my backpack to and from school.

Protocol 4: My laptop should be clean, in good condition and without decorations of any sort.

Protocol 5: My desktop picture must be non-pixellated, age-appropriate and 2-dimensional whilst at school and the cursor must be of normal size.

Protocol 6: I need to stay focused on tasks and only use the apps my teacher(s) has indicated.

Protocol 7: I must request permission from my teacher(s) before visiting any site on the Internet.

Protocol 8: I must keep all passwords private.

I understand that the Internet is a public place and must learn how to become a responsible digital citizen. To stay safe online I should:

• keep my personal information (such as name, address, telephone and mobile numbers) to myself and not share it with anyone at all.

• use online names which are not offensive and don’t attract attention from unwelcome people.

• be truthful about my age.

• never respond to any messages that are mean or in any way make me feel scared.

• respect other people’s feelings when communicating on the Internet.

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• not say anything online that I wouldn’t say face-to-face to someone.

• never use the Internet at school to search for non-curriculum related sites unless instructed by my teacher.

• only download things from the Internet that my teacher/parent has allowed and that are suitable for my age group.

• only open attachments in emails from people I know.

• close the browser and tell an adult if I see or hear something that confuses or upsets me on the Internet.

• avoid web forms which ask for money or personal details.

• resist clicking on things online just because they look good.

• close unwanted pop-up windows with the close button.

• remember that if something seems too good to be true, it probably is.

• never give out credit card details on the Internet.

• never put photos of myself or others on the Internet.

• always get permission from an adult to create my own site, and get him/her to review it.

• remember that personal information should never be entered on the Internet.

• be very careful with what I put on the Internet, because when it is published, the whole world will be able to see and possibly misuse the information.
Years 4 - 6: Acceptable Use Policy

This is a three-way agreement between Student, Parent and Teacher. Please sign and return to school by Tuesday, 12 March 2011.

Student's Name____________________  Class _____________

I have read and understand all the information given and agree to follow these guidelines.

Student Signature ____________________________

Parent/Guardian’s Name ______________________

I support the school in the use of computers for educational purposes and agree to discuss appropriate uses of the Internet with my child. I acknowledge that any breach of this policy will be directed to the Principal and I will be notified.

Signed______________________________

Teacher's Name_______________________ Signed _____________

Date ________________

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