



# HOPETOUN

## *Primary School*

Dear Parent/Guardian

### **Acceptable Usage Agreement**

As you are aware, ICT (information, communications technology) has been in use at Hopetoun Primary School for a number of years. Our school has access to the first-rate online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the opportunities available to students.

Whilst the Internet and ICT equipment bring great benefits to the teaching and learning programme, they can also expose anti-social or inappropriate, material and activities. Hopetoun Primary School always endeavours to provide a safe physical and emotional environment. Therefore, our staff maintains rigorous and effective *CyberSafety Practices* which aim to maximise the benefits of the Internet and ICT devices/equipment to student learning, while minimising and managing any risks. Whilst every reasonable effort is made by the school and the Education Department to prevent student exposure to inappropriate online content, it is not possible to completely eliminate the risk of such exposure. Therefore we need to apply stringent expectations for student use of ICT.

### **Please note the following Guidelines expected at Hopetoun Primary School**

1. No student may use the school Internet facilities and school-owned/leased ICT devices/equipment in any circumstances unless Hopetoun Primary School *CyberSafety Practices* are followed.
2. The school and the Education Department have the right to monitor access and review all use. This includes personal emails sent and received on the schools computers and network facilities.
3. The safety of children is of paramount concern. Any apparent breach of *CyberSafety Practices* will be taken seriously and parents will be informed.

This form is now required to be completed on enrolment and all students must have a signed agreement to use online resources. Please discuss the *CyberSafety* practices with your child/children and return the attached signed agreement to the school.

Regards

***Brendan Murray***  
***Principal***



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### **Respect your Environment**

- I will not use school ICT equipment unless I am familiar with Hopetoun Primary School *CyberSafety Practices*.
- I will only use the computers and other ICT equipment with teacher permission and under adult supervision.

### **Do Your Best**

- I will use the Internet for educational purposes only.
- If unsure of online safety I will ask an adult for assistance.

### **Be an Active Citizen**

- I will use my common sense and not access inappropriate material on the Internet.
- If I accidentally access anything inappropriate I will: Turn the screen away, get a teacher straight away, and not show others.

### **Respect Others**

- I will not use the Internet, email, mobile phones or any other ICT equipment to be mean, rude, or unkind about other people.

### **Respect Yourself**

- I will never enter any personal information about myself (or others) on the Internet.

**Student Agreement**

I agree to abide by the **CyberSafety Practices** and I understand that if I use the equipment or online services in a way that I shouldn't, I may not be able to use these in the future.

Student: \_\_\_\_\_

Class: \_\_\_\_\_

**Parent Agreement**

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes. I also understand that if my child breaks any of the rules in the agreement that the Principal may take disciplinary action as provided in policies of the school or the Department of Education.

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date \_\_\_\_\_