Information Technology Acceptable Use Policy
Ridgehaven Primary School

Rationale
Information Technology (I.T) services are provides for staff & students. We believe strongly in the educational value of Information Technology services and recognise the potential for supporting our curriculum and student learning.
In order to maintain a safe and appropriate environment for staff & students accessing the Internet, all internet access at school is filtered automatically at the service provider to prevent known undesirable sites from being accessed. In addition to the filter, access is given under teacher supervision but this supervision may not always be direct.

Aims
This policy has been developed in order to outline to users what behaviour is appropriate and to ensure that they take personal responsibility for how they use the resources.

Role of the Leadership team
- Ensure staff are aware of DECS IT/Internet use agreements
- Ensure staff sign necessary agreements in line with IT use within DECS
- Ensure necessary steps are taken to provide an IT safe learning environment.

Role of Staff
- Abide by DECS Policies when using ITs
- Ensure ITs are used for educational purposes
- Provide the necessary supervision to ensure an IT safe environment is maintained for students
- Support practices in place to protect the School Network
- Educate students about cyber safety

Role of Students
- Only use school ITs for educational purposes
- Follow network/computer etiquette at all times.
- Honour all rules of copyright & intellectual property ownership
- Only access the Internet & email with a teacher's permission
- Understand that system administrators may access your files as part of routine maintenance, including spot checks
- Understand that you will be held responsible for any misuse traced to you
- Respect all users' rights to privacy
- Only print with a teacher's permission
- Only upload, download & store files directly related to your learning

Role of Parents / Caregivers
- Support the school's efforts to provide an IT safe learning environment for students
- Support students to understand the implications/ramifications of their use of ITs.

Consequences of Breach of Policy
- Students using IT facilities inappropriately will have their IT privileges suspended and parents notified
- Reinstatement of privileges will be at the discretion of leadership

Evaluation
This policy will be reviewed annually or as needed