



# Port Noarlunga Primary School & Aquatics Centre



*'Working Together, Learning Forever'*

## INFORMATION AND COMMUNICATION POLICY

**Principal:** Marie Wright

**Deputy Principal:** Jo Rowell

**Student Wellbeing Leader:** Victoria Corbett

Updated: Term 3, 2017

Information and Communication Technologies and all computing facilities are provided primarily for the educational benefit of students and the professional development of staff. We want all of our students to recognise and realise the full potential of this medium and become more productive members of a future society in which computers will become an increasingly important component. Port Noarlunga Primary School will provide training for students in computing and Internet use and will also make users aware of the Port Noarlunga Primary School Computing Policy. Behaviour that interferes with these primary objectives is unacceptable. Access to computers and the Internet is only available once parent permission is given via the General Consent Form supplied at the time of enrolment.

### **GENERAL POLICIES**

- Priority will be given to students using computers and the Internet for educational purposes i.e. research, publication and completion of computer projects and assignments.
- Appropriate use of language must be used in all activities including email.
- Consideration must be given to other computer users, ensuring that all users receive equitable computer time.
- Sound levels need to be moderated to avoid inconvenience to others.
- Computers are expensive and sensitive equipment and must be treated with respect.

### **STUDENTS MUST**

- Report other people breaking these rules.
- Follow the teacher's instructions.
- Always close the programs and log off before leaving the computer.
- Remove all rubbish and belongings and replace the stools, headphones and microphone in a neat and orderly manner before leaving their computer.
- Ask permission before printing.

### **STUDENTS MUST NOT**

- Attempt to repair hardware or software problems.
- Reset computers.
- Change computer settings or preferences.
- Unplug cables and equipment.
- Knowingly infringe copyright.
- Carelessly or deliberately waste resources (all printing must first be approved by the teacher on duty).
- Touch monitor buttons on the front or rear of the computer.
- Fill in questionnaires or other interactive forms on the Internet without permission.
- Download programs or games.

### **INTERNET ACCESS**

- Internet access is available to assist students with their education and learning outcomes.
- Filtering software is in place on all departmental computers. In the end however, it is the responsibility of the individual students to ensure that material they view is appropriate.
- Violent games and graphic intensive games that require considerable bandwidth will be discouraged.

STUDENTS USING THE COMPUTERS OUTSIDE OF THESE GUIDELINES WILL BE BARRED FROM USING THE COMPUTERS FOR A PERIOD OF TIME AS ASSESSED BY THE TEACHER, IT MANAGER AND LEADERSHIP. LONGER PERIODS OF TIME MAY BE INITIATED IF THE INAPPROPRIATE USE CONTINUES.