



**OAKHILL DRIVE PUBLIC SCHOOL**  
**ICT ACCEPTABLE USAGE POLICY**  
**FOR STUDENTS IN STAGE 2 and STAGE 3 - 2020**

**PURPOSE**

This policy provides the procedures, rules and guidelines for the use of the technology and information networks at Oakhill Drive Public School. Information and Communication Technologies are fast and automated, interactive and multimodal, and they support the rapid communication and representation of knowledge to many audiences and its adaptation in different contexts. They transform the ways that students think and learn and give them greater control over how, where and when they learn. Oakhill Drive seeks to protect, encourage and enhance the use of technology by placing fair limitations on such use and consequences for those who abuse the privilege.

**SUMMARY**

Technology that includes but is not limited to computers, email, Internet access, tablet devices, printing devices and all other forms of instructional, networking and communication tools are provided by Oakhill Drive to students. Use of these technologies is a privilege, not a right. Students are expected to observe the correct procedures.

Students are required to read, sign and return the attached document in relation to the school's usage policy.

**This must be returned to the class teacher by Friday 14 February. Students who have not returned this document will not be permitted to use technology.**

Miss Anna Chamberlain (Stage 2)  
& Miss Laura Feeney (Stage 3)  
Relieving Assistant Principals

Mrs Ploeg  
Principal



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Safe and Responsible Behaviour with ICT @ Oakhill Drive Public School

***Communicate respectfully***  
***Protect personal information***  
***Respect myself and others***  
***Use the equipment responsibly***

*When I use digital technologies, I'm always thinking and checking that what I write or post is polite and respectful.*

**I communicate respectfully by:**

- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- creating and presenting my own work. If I copy something from a classmate or online source I will acknowledge the original creator
- never sending mean or bullying messages or passing them on, as this makes me part of the bullying.

*When I use digital technologies, my full name, photo, birthday, address and phone number is personal information and is not to be shared online.*

**I protect personal information by:**

- protecting my friends' information in the same way
- protecting my passwords and not sharing them with friends or classmates
- only ever joining a group or blog after permission from my parents or teachers
- never answering questions online that ask for my personal information.

*When I use digital technologies, I stop and think about what I share online.*

**I respect myself and others by:**

- never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking to a teacher if I see something that makes me feel upset or if I need help
- speaking to a teacher if someone is unkind to me online
- visiting sites or blogs that are right for my age
- never deliberately searching for something rude or violent.

*When I use digital technologies, I will follow instructions and only using equipment for its designed purpose.*

**I use the equipment responsibly by:**

- always listening when instructions are given about using technology
- concentrating on what I am doing when using technology
- speaking to a teacher if a piece of technology is not working as it should
- never purposely damaging or mistreating any digital technology equipment.

**At school my teacher, classmates and I have:**

- discussed ways to be a safe, responsible and ethical user of digital technologies
- presented ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

**I will use this knowledge at school and everywhere I use digital technologies.**

I also understand that if I do not follow these guidelines that my access to and use of digital technologies at Oakhill Drive Public School may be limited or removed altogether for a period of time.

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

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

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

Date: \_\_\_\_\_

My child, whose name and signature appears above, has read and understands the above information regarding use of digital technologies at Oakhill Drive Public School.

Parent/Carer Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## Student Pledge for Use of School Devices

I will:

- ✓ take good care of the devices that I use in the classroom.
- ✓ make sure the devices are stored correctly when not in use.
- ✓ keep food and drink away from any devices as this can damage them.
- ✓ not disassemble or remove any part of any device or attempt any repairs.
- ✓ use the devices only in ways that are appropriate.
- ✓ only photograph and video people with their permission and under teacher direction.
- ✓ only use the camera or the microphone under teacher direction.
- ✓ never share any images or movies of people in a public space on the internet, unless I am asked to do so by my teacher.
- ✓ not enter the 'Settings' feature on any device for any reason.
- ✓ only have access to my DEC email on the school devices.

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

Date: \_\_\_\_\_