

Koraunui School ICT Acceptable Use Policy

This Acceptable Use Policy outlines **the guidelines and behaviours that all users are expected to follow when using technologies to access the internet or school intranet / extranet**. All users are expected to use good judgment and to follow this document along with good common sense. Ask if you don't know.

All technologies are intended for education purposes and as such; this policy applies to school-owned technology equipment, the school Internet connection, and/or private networks/Internet connections and devices accessing the school intranet / extranet. General internet usage from a school owned or issued device at any time is also covered under the terms of this policy.

Procedures:

Access to the Internet, including web sites, resources, content, and online tools will be restricted as required to comply with regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

All students must have a signed permission slip from their parent or guardian that authorizes the school to use their names (first name only) and/or photos on websites with public access.

For safety reasons, students are not to give out their personal information such as telephone number, full name, address, etc. to anyone on the Internet. Details of other users must be protected and not disclosed to anyone who is unauthorised to receive that information, if unsure; check with the school office before disclosing information. Any accidental breaches must be reported to the school office.

Users should remember not to post anything online that they wouldn't want students, parents, teachers, or future colleges or employers to see. If a student sees a message, comment, image, or anything else online that concerns them, especially for their personal safety, they must bring it to the attention of an adult (teacher or staff if at school; parent if at home) immediately.

Users must never give anyone their password or allow anyone else to use their account to access the internet or the school's network (extranet).

Removable storage or downloaded files on the computers, must be scanned for viruses by a staff member before being used. Users must not open files or follow links from unknown or untrusted origins. Students must get permission from a staff member before downloading files from the Internet that do not make up part of the school extranet.

If you believe a computer or mobile device you are using might be infected with a virus, or otherwise malfunctioning please alert the school office. Do not attempt to download any programmes to help remove the virus or repair any malfunction yourself unless advised to do so by a school authorised source.

Users must not access, download, store, transmit or print files or messages that are obscene, contain profanity or degrade others. Students are to notify a staff member immediately of any disturbing or unsuitable material they may encounter on the Web or in e-mail.

All users must respect the work of others on our network and the internet and as such must ensure that they do not devalue the contribution of others. All work on our network is to be considered copyrighted and as such must not be plagiarized, deleted or distributed without the authorisation of the original user or appropriate staff member. All users must ensure that they do not copy or use materials in violation of copyright laws.

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Examples of Acceptable Use

I will:

- Use school technologies for school-related activities at appropriate times, in approved places.
- Follow the same guidelines for respectful, responsible behaviour online that I am expected to follow offline.
- Treat school resources carefully, and alert staff if there is any problem with their operation.
- Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- Alert a staff member if I see threatening, inappropriate, or harmful content (images, messages, and posts) online.
- Cite sources when using online sites and resources for research.
- Recognize that use of school technologies is a privilege and treat it as such.
- Be cautious to protect the safety of myself and others.
- Help to protect the security of school resources.

Examples of Unacceptable Use

I will not:

- Use school technologies in a way that could be personally or physically harmful.
- Attempt or encourage others to find inappropriate images or content
- Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- Try to find ways to circumvent the school's safety measures and filtering tools;
- Use school technologies to send spam or chain mail.
- Plagiarize content I find online.
- Post or otherwise disclose personally-identifying information, about myself or others.
- Agree to meet someone I meet online in real life.
- Use language online that would be unacceptable in the classroom.
- Use school technologies for illegal activities or to pursue information on such activities.
- Attempt to hack or access sites, servers, or content that isn't intended for my use.

This is not intended to be an exhaustive list. Users should use their own good judgment when using school technologies.

Please sign below to acknowledge that you have read and discussed these rules with your child and give them permission to use the computers, internet and extranet.

I _____ (Parent/Guardian Name) give permission to my child

_____ (Print Child's Name) to use the computers, extranet and Internet for school related business.

I (circle one) **DO/DO NOT** give permission for my child's first name and/or photo to appear on publicly accessible websites

Please send back home a copy of this agreement. **YES/NO**

_____ (Parent/ Guardian Signature)

_____ (Date)

PLEASE FILL IN A SEPARATE FORM FOR EACH OF YOUR CHILDREN