ICT Code of Conduct

At Newport Lakes Primary School we use Information and Communications Technology (ICT) for:

- Research: We learn new things.
- Communication: We send and receive information.
- Creativity: We create and modify work.
- Critical Thinking: We ask questions.
- Visual Thinking: We explore our thinking and ideas.
- Collaboration: We share ideas and present work.

In order to ensure safe, purposeful teaching and learning with technology we require all students and parents to agree to and sign the following.

Care and Use of Equipment:

- I will care for and look after all ICT equipment.
- I will always keep food and drink away from the ICT equipment.
- I will not add any software or apps without permission.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not damage or interfere with another person's iPad.

Work Habits:

- I will follow all teacher's instructions when using ICT equipment and when accessing the Internet.
- I will make sure that every email I send is appropriately respectful.
- I will only submit my own work.
- I will not change or open other people's work or use their passwords.
- I will not use the school's network to download applications, images, videos, sound files or any other files other than those used for my school work.

Personal Safety:

I will tell a teacher immediately, if:

- I find or see anything that makes me feel bad or uncomfortable.
- I receive an email that has inappropriate language or items.
- I receive inappropriate messages from my peers.
- I will keep my personal information secret and will therefore not give out my own or anyone else's name, address, phone number, passwords or contact details.
- I will report any issues or instances of cyber bullying.
Please sign and return this page as soon as possible

Student Agreement:
I have read and discussed the “ICT Code of Conduct” with my parents and teachers and agree to follow all of the rules and guidelines in this agreement. I realise that if I do not follow these rules I will lose the privilege of using ICT equipment at Newport Lakes Primary School.

Student's Name:                                      Date:

Student’s Signature:

Parent Permission

I agree to allow my child to use Information Communication Technology (including the use of the Internet) at school and I have discussed what it means to be smart, safe and responsible with the use of technology with him/her.

I agree with the above agreements and will have a known agreement in place in regards to technology use at home. I will contact the school if there is a situation that concerns me.

Parent/Guardian Name:                                      Date:

Parent/Guardian Signature: