



ACT
Government
Education



An ACT Government School
Respect / Tolerance & Inclusion / Excellence

57 Ratcliffe Crescent, Florey ACT 2615
PO Box 223, Kippax ACT 2615

Telephone (02) 6142 2730
Website: www.floreyyps.act.edu.au

19/2/2020

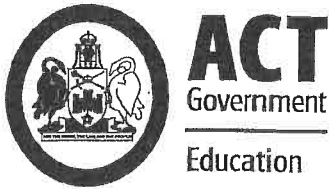
Dear Parents/Carers

To tighten our use of ICT protocols at Florey Primary School the ICT committee have created an ICT Code of Practice for students. The Code of Practice will help instruct students, staff and parent/carers about their rights and responsibilities around the use of ICT devices at Florey Primary School. The ICT committee sourced a range of sample Code of Practice that have been implemented in different settings across the ACT Education Directorate to help create our own.

If you have any questions about the Code of Practice, please contact Bernadette Allen or Adam Volmari.

Regards

ICT Committee



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Acceptable Use of ICT Code of Practice

Dear Parent/Carer

This Code of Practice was developed for students of Florey Primary School and is consistent with the ACT Education Directorate's Communities Online Policy. All students from year 3-6 will need to read and sign this document before utilising the school's ICT equipment. Parents/Carers please read and discuss the following points with your child and return it to school signed by both yourself and your child. If you choose to not return a signed note your child will not have access to the school's ICT devices

- I will use school computers only with the permission of a teacher
- I will follow all instructions from Florey Primary staff when using school computers
- I will not let anyone else know my passwords or leave the computer logged in when I leave the room
- I will tell a teacher if I think someone has gained access to my account
- I will be courteous and use appropriate language when communicating with others
- I know that the school and the ACT Education Directorate receives information about anything that I send or receive
- I will not send email to users outside of Florey Primary School unless a teacher approves it
- I will not copy software programs on school computers, or copy material, graphics or music owned by others without their permission
- I am responsible for caring for and respectfully using my Chromebook, this includes making sure it is put away correctly after use
- I will not send, produce, show or search for things that are inappropriate and may upset others
- I will ask a teacher for help if I find or receive information that I feel uncomfortable with or is inappropriate
- I will not use the school computer facilities for illegal or dishonest purposes
- I will not damage or disable the computers, computer systems or computer networks of the school
- Parents/Carers may incur a replacement cost for any deliberate damage to ICT devices or systems
- I understand that not following this Code of Practice may lead to loss of Chromebooks, iPads, internet, emails or network access for a period of time determined by the School ICT Coordinator and/or Principal

Student Declaration

I declare that I have read/or understand the Student Code of Practice for Florey Primary School.

Student Name: _____ **Class:** _____

Student Signature: _____ **Date:** _____

Parent/Carer Declaration

I declare that I have read/or understand the Student Code of Practice for Florey Primary School.

Parent/Carer Name: _____

Parent/Carer Signature: _____ **Date:** _____