



ACT
Government
Education

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Respect / Tolerance & Inclusion / Excellence
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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:** _____