



ICT - Responsible Usage Agreement

Mosman Public School embraces and promotes the responsible use of Information and Communications Technology (ICT) and recognises the important roles contemporary media and digital connectedness play in educating students and equipping them to make a difference in the world.

Responsible use of ICT is encouraged for academic gain and for preparing students for working, socialising and learning in digital environments. Mosman Public School expects students to exercise appropriate personal responsibility in their use of these resources.

It is each student's responsibility to follow these guidelines in all aspects of computer-based work:

DO

- Follow instructions given by teachers.
- Log in correctly and log out when finished.
- Keep your login confidential.
- Remember that others need to use the same resources that you are using.
- Report any equipment damage/fault to the nearest staff member.
- Use the IT resources for legitimate educational activities such as research and communication.
- Keep personal information secure, as nothing is private on the Internet.
- Remember information (text, video, audio, images) uploaded to the Internet by you can be altered and manipulated by others.
- Respect and care for the equipment
- Turn off your mobile phone and leave it in your bag, this will disable location services whilst at school.

DO NOT

- DO NOT use any personally owned devices while at school. These include Smart phones, watches, tablets, or any device with Internet, messaging recording, filming or photographic capabilities.
- DO NOT use an account owned by another user.
- DO NOT share your account details or password with any other person other than your parents/carers.
- DO NOT have food and drink near school iPad/computer equipment.
- DO NOT delete or manipulate documents that do not belong to you
- DO NOT divulge personal information such as name, address, phone number, images, audio or video that identify you or you in a school context over the Internet.
- DO NOT post communications about others without their consent and/or post anonymous messages.
- DO NOT use technology to tease or personally attack another person.
- DO NOT use vulgar, offensive or inappropriate language when communicating electronically.
- DO NOT play computer games at any time and/or visit chat rooms or sites that are of a non-educational nature.
- DO NOT access or attempt to access sites that contain inappropriate and/or offensive material.
- DO NOT upload inappropriate content to the Internet.
- DO NOT upload any content involving the Mosman Public School community without prior permission.
- DO NOT connect to any wireless network other than the MPS wireless network whilst at school.
- DO NOT tamper/change software settings.
- DO NOT intentionally damage ICT resources.
- DO NOT record, video or photograph others without their permission.

CONSEQUENCES will be in line with the school's behaviour management system [PBL]

- Personally-owned devices will be confiscated and the parent / carer will need to collect it from the office
- Incidences of cyberbullying will be reported to the Department's Safety Branch and /or the Police

Agreed by (Student) _____ Class _____

Parent / Carer _____ Date ___ / ___ / 2018