

Linden Park Schools Out of School Hours Care

Information Communication Technology 2012 User Agreement

In line with the Linden Park Schools policy

LINDEN PARK OSHC WILL:

- Provide Children with the Information Communication Technology (ICT) hardware, software, skills and opportunity to complete school work and to use for recreation.
- Provide access to the internet and e-mail for educational purposes.
- Provide Children with a filtered internet service to eliminate, as far as possible, access to inappropriate websites and e-mail.
- Keep and refer to logs of individual users' internet usage.

LINDEN PARK OSHC CHILDREN WILL:

Respect the Information Communication Technology System, through demonstrating responsible use and care of all equipment.

This means:

- Not interfering with or damaging the computers, peripherals or the network system.
- Using the system with care and only for its intended purpose.
- Not bringing storage devices such as USB drives from home that contain any inappropriate material. As for hard copy material, such storage devices can be checked by teachers.
- Not installing software, either personal or downloaded.
- Leaving computer areas neat and tidy.
- Not eating or drinking near computers.

An ICT monitor system has been established to support the care and maintenance of all computers. This system is to complement each individual's responsible use of equipment and not replace it.

Respect the privacy and safety of others

This means:

- No posting of personal contact information, including addresses, phone numbers, school location, email addresses.
- No posting of personal information belonging to other people.
- Only accessing the internet using your own username and password and reporting to the OSHC staff if someone tries to get this information from you.
- Not opening, accessing, amending or deleting other people's files or folders
- Reporting to the OSHC staff if any website or message that you receive is inappropriate or makes you feel uncomfortable.
- Keeping your password safe at all times. You do not share it with anyone and you make sure it is changed regularly.
- Under no circumstances are you to attempt to access adult only material from internet sites. If this occurs accidentally during a legitimate search, you must notify the OSHC staff immediately so that they know it was an accident.

Respect the feelings of others

This means:

- Appropriate language is used at all times in *all* e-mails or postings.
- No forms of verbal, sexual or racist harassment will be used in websites, e-mails, and postings.
- The internet will not be used to harass, annoy or upset anyone else.
- You must seek permission from the person who sent an email if you wish it to be forwarded.

Respect the rights of authors

This means:

- Never use other people's work and try and pass it off as your own.
- Respect copyright works. If you are unsure about this, check with your teacher.
- Always ask permission from other people if you are going to use their work.
- Always include acknowledgement of people who helped you or whose work helped you by using such means as footnotes or a bibliography.

Use of the Internet

This means:

- You access and use the internet and email systems only as directed by the OSHC staff.
- The internet is not to be used for game playing without the express permission of the OSHC staff.
- Personal research using the internet is only conducted with permission from the OSHC staff.

CONSEQUENCES FOR BREACHING THIS AGREEMENT

*Children who do not agree to keep these rules are not permitted to use the ICT facilities. Children who agree to follow the rules BUT then **DO NOT** do so, will ICT privileges suspended for a specific period of time. Parents will be notified in writing of any such suspension of privileges.*

ENDORSEMENT OF THIS AGREEMENT

I have read and understand the ICT Agreement conditions. I understand and agree to abide by these expectations and rules. I understand that failure to do so will result in loss of ICT privileges and my parents/guardians will be notified in writing.

User's name:.....

User's signature:.....

Date:/...../.....

As the parent or legal guardian of this Child, I give consent to my child using the ICT system at Linden Park OSHC under the conditions detailed in this agreement.

I have read the user agreement and have discussed it with my child.

Parent/Guardian Name:.....

Signature of Parent/Guardian:.....

Date:/...../.....