



## **Williamstown Primary School Conditions for Computer Use**

### **Background for parents /carers**

The Williamstown Primary School computers are provided for staff and students as a resource to enhance teaching and learning opportunities. Computer usage is a key part of classroom programs. All students have access to computers, a school administered individual e-mail address and Internet access. Before any student is allowed to use the computers at Williamstown Primary School, we need to ensure that they understand the rules of computer use. For this reason, we would like you to please explain these rules to your child. The school will also tell students of these rules.

Student use of computers, access to e-mail, the Internet, comes with obligations and expectations of appropriate behaviour.

Teacher supervision and a range of technologies monitor student usage. The school uses electronic filters in order to prevent access to inappropriate sites on the Internet.

This document outlines to you the expectations that students must meet in order to use the school's computers. Parents / carers should be aware that students are always supervised when using the curriculum network to ensure they are making appropriate use of these resources. As the parent/carer of a child at WPS, you are required to ensure that your child is aware of their rights and responsibilities. If a student does not use the computers appropriately, they will be dealt under the school's rules. This may include denying the student computer access for a period.

Please ensure your child is aware of the attached rules of computer use.

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ICT Coordinator

For more information please contact me

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## **RULES FOR COMPUTER USE AT WILLIAMSTOWN PS**

***PLEASE EXPLAIN THESE RULES TO YOUR CHILD AND THEN SIGN TO INDICATE THAT YOU HAVE DONE SO.***

**Student Name:** \_\_\_\_\_

**Grade** \_\_\_\_\_ **Year Level** \_\_\_\_\_

1. Students must follow all teacher instructions regarding the use and activities on the computer.
2. Students need to take great care with the computer resources of the school and must maintain respect for the desks, chairs, computers, printers, cables etc. Students may not eat or drink near any computer.
3. When using the Internet or email, students will only access appropriate information and send messages that are relevant to the work being completed.
4. Students may only play games on the school's computers when allowed by teachers.
5. When using the Internet, in the unlikely circumstance a student comes across unacceptable material, students must immediately notify the supervising teacher. The school principal and ICT coordinator will then deal with this matter.
6. Students will only log on to a computer with their own user name and password, and will always log off when finished with a computer, unless allowed to do otherwise by a teacher.
7. Students will make sure that any e-mail communication sent out shows that they are a Willy Kid.
8. Students will ask a teacher before printing large numbers of copies, printing in color or downloading large files.

### **Parent or Carer**

Name (Please print)

\_\_\_\_\_

Signature:

\_\_\_\_\_

Date: