



Information and Communications Technology Acceptable Use Policy and Agreement

1. Network Usage

- 1.1 You have been provided with an individual username and password; these must not be disclosed to any other person and you must not log on to the network using any other username or password.
- 1.2 You must log off when leaving a computer; you are responsible for all usage of the network under your username.
- 1.3 You are permitted to use the network only for educational purposes as required by Thomastown West PS
- 1.4 You must not access or interfere with other users' files or settings or interfere with, move or delete shared files.
- 1.5 You must not bully, harass, threaten or intimidate others; all communication should be fair, respectful and courteous.

2. School Internet Usage

- 2.1 Internet access is for educational use only and should be limited; usage is monitored and may be reviewed.
- 2.2 The School's internet filtering systems must not be circumvented and you must ensure you do not access any material that is inappropriate, offensive, discriminatory or intimidating.
- 2.3 Thomastown West Primary School will not be responsible for any loss or liability incurred by you through your use of the internet.
- 2.4 Copyright laws must be respected and sources appropriately acknowledged. You must not download or copy material, software, video or audio without ensuring that your usage does not violate copyright.

3. Personal Information and Communications Technology (ICT) Usage - includes use of mobile phones.

- 3.1 You must not upload or transmit images of school activities, facilities, staff members or students in uniform (or identified as from TWPS) without specific permission from TWPS.
- 3.2 You must not use ICT, including social networking and blogging, to make comments or post information that may breach the privacy of any other student or staff member or cause offense.
- 3.3 Photographs or video of other students, staff or school activities may not be taken without TWPS permission.
- 3.4 The Schools name and logo must not be used without specific permission.

4. Responsibility and Liability

- 4.1 Personal devices are brought to school at your own risk; you are solely responsible for the security and safekeeping of your property. TWPS staff may assist but will not be held responsible for damage, loss or theft.
- 4.2 You are advised to arrange your own device warranty, care plan or insurance as appropriate.

I have read, understood and agree to abide by the Acceptable Use Agreement above.

Name:..... Signature:Date:

