FLEMINGTON PRIMARY SCHOOL
ICT Code of Conduct 2016

At Flemington Primary School we use Information and Communications Technology (ICT) for:

- Research: to find information and explore topics.
- Communication: to send and receive information and to ask questions.
- Collaboration: to share ideas and present work.
- Creation: to produce digital products and portfolios of work.

In order to ensure safe, purposeful teaching and learning with technology we require all students and parents to agree to and sign the following.

**Care and Use of Equipment:**
- I will care for and look after all ICT equipment.
- I will always keep food and drink away from the ICT equipment.
- I will not add any software or apps without permission from my parents or guardians.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will not damage, interfere or use another person’s internet enabled device.

**Work Habits:**
- I will follow all teachers’ / technicians’ instructions when using ICT equipment and when accessing the Internet.
- I will make sure that every email I send is appropriately respectful.
- I will only submit my own work.
- I will not change or open other people’s work or passwords.
- I will not use the school’s Internet capabilities to download applications, share images, videos, sound files or any other files other than those used for my school work.
- I will not play games on my internet enabled device while at school. (Students found playing games during lessons will have both the game and associated data deleted from their device).
- I will not store any inappropriate files on my iPad or Google Drive.

**Personal Safety:**
I will tell a teacher immediately, if I:
- Find or see anything that makes me feel bad or uncomfortable.
- Receive an email that has inappropriate language or items.
- Receive inappropriate messages from my peers.

I will not:
- Give out my school name, my own name or anyone else’s name, address, phone number, passwords or contact details.
- Use my internet enabled device on the school grounds before 8.50am or after 3.30pm.
- Be a bystander and I will report any issues or instances of cyberbully.

**Student Agreement:**
I have read and discussed the “ICT Code of Conduct” with my parents and teachers and agree to follow all of the rules and guidelines in this agreement. I realise that if I do not follow these rules I will lose the privilege of using ICT equipment at Flemington Primary School.

Student’s name: __________________________ Date: __________________________

Student’s signature: __________________________

Teacher’s signature: __________________________
Technology Use @ Home

The following agreement is important. It establishes boundaries around the acceptable use of Internet enabled devices and other technology in your home (including all devices with internet connectivity such as desktop computers, iPods, smartphones etc.). Young people like to engage with and communicate through technology and while there are many benefits to this, it is also important that such activities are not only safe, but are balanced with other non-technological pursuits (such as dinner table conversations, sports or hobbies). Our motto at school is:

“Anywhere, anytime…but not all the time”.

Feel free to add to the following list and make sure that all members of the family sign it. All families are different, so this agreement needs to work for your family. We encourage you to come up with your own home agreement.

Child’s agreement
I understand that the internet and mobile devices are great tools, but that I need to follow rules to keep me safe. I agree to:

- Not upload an image or video of myself that I would not be comfortable showing my parents.
- Tell my parents when I have seen something inappropriate online.
- Treat others with respect and not use the Internet to cyberbully someone.
- Never purchase anything online or give out banking/credit card information without asking my parent’s permission first.
- Tell my parents what accounts I have online, e.g. email, social networking, IM, game accounts.
- Never meet in person someone that I only know online without telling my parents and having them come with me.
- Tell my parents/teachers/guardians when someone online makes me feel uncomfortable, upset or scared.
- Not open emails, attachments, IMs, webcam feeds, or any other information from someone I do not know or trust.
- Understand my parents may supervise my use of the internet because they want me to be safe.
- Use technology devices respectfully and safely.
- Only interact with people I know in person (and trust) and I will not provide personal information (such as my address, phone number, surname or school). I will follow age appropriate guidelines set by sites and apps. Instagram 12+, Ask.fm 12+, Facebook 13+, Snapchat 12+ and Kik 17+.
- Not to post information, comments or images/videos about/of other people without their permission.
- Limit the use of personalised electronic devices before bed. (Research has shown that using an electronic device within 2 hours before bed can affect sleep and brain development).
- Only post something online that I would be comfortable with sharing with my parents/guardians/ and/or grandparents.


Stay balanced.
☐ I know that not everything I read, hear, or see online is true.
☐ I will respect my family’s decisions for what I’m allowed to watch, play with, or listen to, and when.
☐ I will make sure that the mobile technology devices in my home are kept in a safe place to charge overnight (away from bedrooms).
☐ I will limit the amount of time I use technology to _____ minutes / hours per day on weekdays (unless I have specific school work to complete as directed by my teacher).
☐ I will limit the amount of time I use technology to _____ minutes / hours per day on weekends (unless I have specific school work to complete as directed by my teacher).
☐ I will continue to enjoy the other activities – and people – in my life.

Child’s name: ___________________________ Date: ____________

Child’s signature: __________________

Parent’s agreement

I understand that the internet and mobile devices are an important part of my child’s life and that I need to help keep them safe online.

I agree to:
☐ Learn about the websites and applications my child uses and have them show me how they work.
☐ Discuss with my child the rules around the use of the internet and mobile devices at home, school and other locations.
☐ Ask my child about their online experience in the same way I ask how they are going at School.
☐ Not overreact when my child tells me about a problem they are having on the internet. Instead, we will discuss the problem and come up with a solution to the problem and how to stop it occurring again.
☐ Lead by example and act responsibly when I use the internet.
☐ Report any suspicious behaviour, illegal activity and inappropriate content to the site on which it occurs or the relevant authorities.
☐ Maintain anti-virus and anti-spyware software on my family’s devices.
☐ Research options for age-appropriate filtering and blocking inappropriate content for my child. Using websites such as: www.commonsensemedia.org.

Parent/Guardian Name: ___________________________ 

Parent/Guardian Signature: ___________________________