

Dear Parent / Guardian,

### **Student Acceptable Use Policy**

As part of their curriculum your child will be accessing the Internet, email and other aspects of the School network. In order to support the school in educating your child about e-Safety, (safe use of the Internet and other modern technology), please read through the following rules with your child. We hope you agree that they are both appropriate and reasonable.

These rules provide an opportunity for further conversations between you and your child about safe and appropriate use of the Internet and other on-line tools (e.g. mobile phone), both within and beyond school, (e.g. at a friend's house or at home).

Your son or daughter has been asked to read and agree to these conditions and has signed a contract with the school to this effect. In the event of a breach of the rules by any student in the school, our e-safety and Social media policies list further actions and consequences that may result. Should you wish to view these policies they can be accessed via our school website.

### **In order to get the most out of the technology available to me in school:**

#### **I will:**

- access the system only with my own login and password, which I will keep secret
- use the computers only for school work and homework
- ask permission from a member of staff before using the Internet
- respect the copyright of software and other materials
- e-mail people only with my teacher's approval (using only the school email system)
- send only polite and responsible messages
- report any unpleasant material or messages sent to me
- use social media responsibly and in line with the school social media policy.

#### **I will not:**

- use the school machines to access my personal e-mail account or personal web space
- undertake any activity that threatens the integrity of the School ICT system
- undertake any activity that attacks or corrupts other systems
- use school computers for personal financial gain, advertising, gambling, political purposes, for posting anonymous messages, or to forward chain letters
- use the School network to access inappropriate materials such as pornographic, racist or offensive material or give my home address or telephone number, or arrange to meet someone, unless my parent or teacher has given permission

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- bring in storage devices from outside school unless I have been given permission and have had them checked for viruses
- enter any chatrooms or newsgroup sites
- use the School machines to “chat” to people, e.g. MSN
- download any files from the Internet unless specific permission has been given

**I understand:**

- the school may check my computer files, has the right to delete my files, and may monitor the internet sites I visit
- By agreeing to use the facilities in the school I agree to comply fully with the school's e-safety and cyber bullying policies

Should you wish to discuss any of the above in more detail then please contact me at the school on 2596 3888.

Yours faithfully,



**Andrew Armstrong**  
**Vice Principal**

**King Richard School**

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