



## ICT PERMISSION FORM

Dear Parents/Guardians

As you are aware, Capella State School is committed to the provision of a futures orientated curriculum. Student access to and use of a variety of computer hardware, software and information sources, including internet and email, represents a significant element of our curriculum. Opportunities exist to further the education goals of the school by networking with others and accessing unique information and resources through these technological mediums.

However, student access to and use of computers needs to be carefully managed in a number of ways. One such way is to provide clear guidelines to students on the correct use of computers, software and information sources. Central to these guidelines is agreement from the students and their parents/guardian, that these guidelines will be met at all times. Parent/carer permission for students to use email and internet is also required.

### **Use of Internet and Email**

The internet is a global network that will provide your child with access to a wide variety of information from around the world. Through this medium, your child will be able to communicate with people anywhere in the world.

Education Queensland manages the ICT network which is designed to restrict access to material that exists on the internet which is deemed inappropriate for student access. However, the process is not infallible and therefore absolute guarantees that all inappropriate material will be blocked cannot be given.

The level of access to the internet for a student will be primarily determined by the requirements of the learning activity. At one level, students will have access to the World Wide Web through the school's networked computers. At another level students will be granted email access only through a classroom email address. Students will be supervised by teachers for each level of access. All students will be provided with an individual email address which will be used in accordance with the student ICTs access agreement.

### **Use of computers**

In order to care for Capella State School's technological equipment, ensure our software is appropriate and to protect files, students are not permitted to:

- place food and drinks at or near the computers and associated hardware
- use the computers and associated hardware unless a teacher is present in the room
- use external memory without teachers permission
- alter the configuration of the computers
- add or remove any software without teacher permission
- add or remove hardware at any time.
- download any file (including computer programs, video and audio files) without express teacher permission.

Students should be aware that they are held responsible for their actions while using the internet and online communication services. Students will be held responsible for any breaches caused by other person(s) knowingly using their account to access internet and online communication services.

Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

### **Please note:**

*Use of computer facilities and the internet is a privilege which exists for all students (pending parent permission and the completion of the student declarations). Inappropriate use as described in the statement and associated policy, together with any unanticipated misuse that may evolve, will mean the student loses his/her privilege for a period of time depending upon the severity of the breach.*

# Student ICT Access Agreement

## Parent or Guardian's Declaration



Child's name: \_\_\_\_\_

Parent's or Guardian's Name: \_\_\_\_\_

Date: \_\_\_\_\_

I have read and discussed the Guidelines with my child and I understand that Internet access is designed for educational purposes at Capella State School. I also recognise that Education Queensland has procedures in place to restrict access to controversial materials but there is no absolute guarantee.

### I give permission for my child to:

- Access the Internet for information within their classroom program.
- Publish written work on the Internet using their first name only.
- Publish artwork on the Internet using their first name only.
- Send and receive external email from other Primary School students.
- Send and receive external email from other people and organisations as approved by their classroom teacher

I accept that while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon use by students.

I believe \_\_\_\_\_ (Student Name) understands this responsibility.

I hereby  give my permission  do not give my permission for my child to access the Internet under the school rules.

I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

Signature of Parent/Carer .....

Date: .....

Signature of Parent/Carer .....

Date: .....

## STUDENT'S DECLARATION Years 3 to 6 only

When using the Internet at Capella State School I will:

- surf only within the area specified by my teacher.
- not give out personal information such as my surname, address, telephone number, parents' work address/telephone number.
- never send a person my picture or anything else without first checking with my teacher .
- use portable memory devices for school / curriculum use only.
- only use school computers under teacher supervision. A teacher needs to be in the room.
- not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
- if I come across any information that is unsuitable or makes me feel uncomfortable I will click on home and then tell my teacher right away.
- always follow the schools code of caring for others in all messages whether sent at home or school.
- ensure all files saved are appropriate and curriculum related.

I have read the Capella State School Access Guidelines with my parents or guardians and discussed the contents.

I understand that I need to use Capella State School's computers in an appropriate manner and in accordance with the Access Guidelines. If I do not I will be banned for a period of time.

Student's Signature: ..... Date: .....