# CAPELLA STATE SCHOOL



## 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.

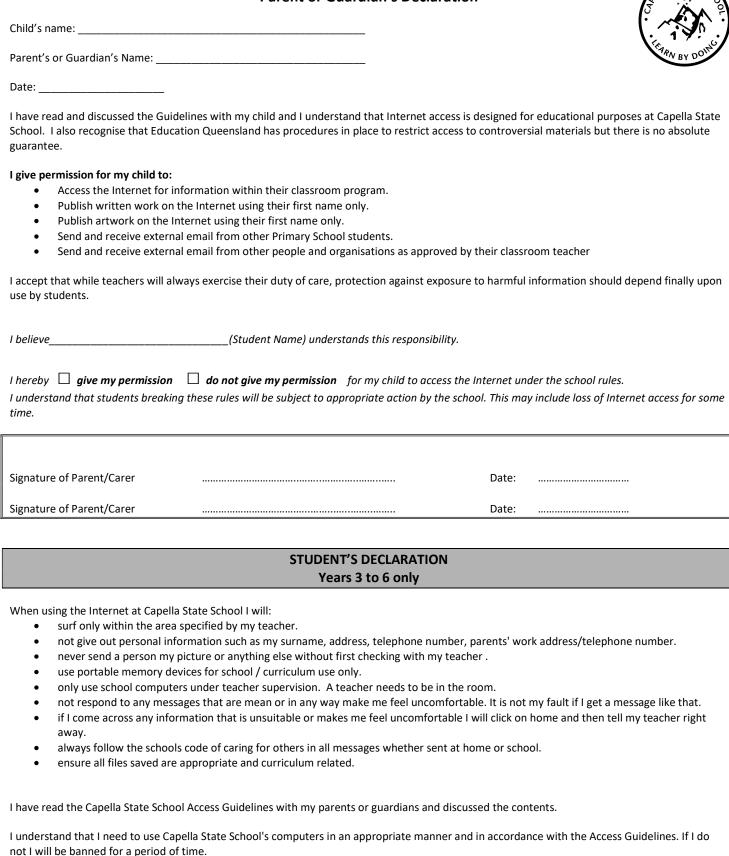
Students must be aware that all use of internet and online communication services can be audited and traced to the account of the user.

#### 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 breech.

# **Student ICT Access Agreement**

#### **Parent or Guardian's Declaration**



Student's Signature: .....