



**Harrison School Acceptable Use of ICT Code of Practice for Junior School Students**

When using ICT resources at Harrison School (including the student network, internet, email, Digital Backpack, laptops, iPads & IWBs etc):

- I will use school computers only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anyone else know my passwords or usernames.
- I know that I am responsible for anything that happens when my account is used.
- I know that the school and the Education and Training Directorate receive information about online places I visit and anything that I send or receive.
- I will tell my teacher if I think someone has gained access to my account.
- I will make sure any email I send or any work that I wish to have published is polite and carefully written and presented.
- I will respect other students’ work and ensure feedback I provide about this work is appropriate.
- I will not read other people’s emails.
- I will not tell anyone my address or telephone number or the address or telephone number of anyone else or send photographs of myself or others.
- I will use material from other websites only if I have permission to do so.
- If I use material in my work that I have found on the internet, I will say where it comes from.
- If I see or receive any information on the computer that makes me feel uncomfortable or is inappropriate I will tell a teacher straight away, or report it using the Cyber Safety Button on the Digital Backpack.
- I will not damage or disable the computers, computer systems or computer networks of the school.
- I will not send photographs or publish full names or personal details of others or myself to unknown people (someone I haven’t met face to face) without permission. Permission must be recorded by the homeroom teacher.

I have read and understand the Harrison School Acceptable Use of ICT Code of Practice for Junior School Students. I understand that disciplinary action may be taken if I do not follow this agreement, which may include loss of access to the internet or school network or the use of ICT for a period of time.

**STUDENT:**

I agree to follow the Code of Practice and any other relevant protocols that are set by Harrison School:

**Student Name:** \_\_\_\_\_

**Class:** \_\_\_\_\_

**Student Signed:** \_\_\_\_\_

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

**Parent Name:** \_\_\_\_\_

**Parent Signed:** \_\_\_\_\_

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

**Email Contact:** \_\_\_\_\_

**Once this form is signed by student and parent/carer please return to class teacher.**