



St. Anthony's Catholic Primary School

Computer Network and Internet Acceptable Use Policy

GUIDELINES

Students must not:

Network Rules –

- ❖ Give to someone their own password or another person's password
- ❖ Access or attempt to access the network or internet using someone else's password or user name.
- ❖ Use the network to access or process inappropriate materials or documents, or files dangerous to the integrity of the network
- ❖ Provide personal information about another person Eg. personal addresses, phone numbers
- ❖ Try to log into unauthorised areas over the network (in and out of the school).
- ❖ Change folders, system files, system configurations or other technical data
- ❖ Waste network resources, such as printing, spending unnecessary time on the internet, performing unnecessary searches, sharing personal files or folders

Internet Rules –

- ❖ Give personal information or agree to meet any person contacted through the Internet
- ❖ Transmit e-mail that can be seen as rude or hurtful of others
- ❖ Send chain mail. This is sometimes called SPAM or JUNK mail
- ❖ Open email attachments unless you know the person and what they are sending
- ❖ Use inappropriate (bad) language on the internet
- ❖ Purchase or order goods or services over the Internet
- ❖ Access chat rooms or similar services.

NETIQUETTE

Students should:

- ❖ Always use acceptable network manners
- ❖ Be polite and do not swear or use other inappropriate language.
- ❖ Keep messages short
- ❖ Use the subject line in e-mail messages to indicate the content of the message
- ❖ Delete E-mail messages after they have been read
- ❖ Proof read e-mail messages before they are sent
- ❖ Remember copyright. If you are going to use someone else's work obtain their permission first.
- ❖ Use a smiley. They look like this :) They show that you are happy and mean well.
- ❖ Most importantly.....**ENJOY!**

On occasions, students may encounter material which is controversial and which users, parents, teachers or administrators make consider inappropriate or offensive.

It is the student's responsibility to turn the monitor off and report matters to a teacher immediately. It must not be demonstrated to others, printed, copied or stored.

ICT POLICY BREACH

1ST OFFENCE - Letter home to parents advising them of breach. Letter to be signed and returned to teacher. If the breach is of a serious nature consequences to be discussed with parents and students.

2ND OFFENCE - Student and parents to meet with teacher to discuss breach and possible consequences which could include community service.

3RD OFFENCE- Student and parents to meet with teacher and principal to discuss breach and possible consequences which could include community service.

(Policy revised 2012- Contemporary Learning Workgroup)

Nếu quý vị yêu cầu 1 bản tiếng Việt cho bản thông tin này, xin quý vị liên lạc với văn phòng trường.

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