February 2012

Dear Parents

Attached is the Huntingtower Junior School's Computer Use Agreement which all students and parents are asked to sign each year. The purpose of these guidelines is to assist students at Huntingtower Junior School to use school computers and the internet in an educational rather than a recreational manner, to facilitate the development of responsible attitudes and to help students learn the protocols of this facility.

Our school has rigorous cybersafety practices in place that monitor traffic and material sent and received using the school's ICT network. The school may use filtering and/or monitoring software to restrict access to certain sites and data, including email.

The school may audit its computer network, Internet access facilities, computers and other school ICT equipment/devices or commission an independent forensic audit.

Staff discuss the agreement with students and we ask that you also read and reinforce the conditions of this agreement with your child. Please return the completed form to your child’s class teacher by Monday, 13 February 2012.

Thank you for your support and cooperation.

Yours sincerely

Ms D Greiveson
Head of Junior School
When using computers and the Internet at Huntingtower School I will:

1. Only go online or use the Internet at school when a teacher gives permission and an adult is present.
2. Use the addresses or areas specified or checked by my teacher when researching.
3. Give out NO personal information (such as my surname, address, telephone numbers, and parents' work addresses/telephone numbers).
4. Never provide anyone with my password details.
5. Check with my teacher before sending pictures or text, including all emails.
6. Leave computer settings in their original form.
7. Play only educational "games" checked by my teacher and relevant to the curriculum.
8. Inform a staff member if I receive any messages that upset me or in any way make me feel uncomfortable. I will not respond to these messages.
9. Inform a member of staff immediately and minimise the screen if I think material may be unsuitable or makes me feel uncomfortable.
10. Access only my own saved folders and files and take responsibility for their content.

I will be careful and will look after all our school ICT equipment by:

- Not being silly and playing around with it
- Following our school cybersafety rules
- Telling a teacher about anything wrong or damaged.

I understand that educational computer use utilising the internet may involve some of the following activities:

1. Publishing written work for educational purposes using my first name only.
2. Publishing artwork using my first name only.
3. Appearing unnamed in photographs (such as accompanying projects).
4. Sending and receiving e-mail (such as from other primary school students).
5. Sending and receiving e-mail from people and organisations approved by my classroom teacher.

I have read the Huntingtower Junior School Computer Use Agreement with my parents or guardians and we have discussed the contents.

I understand that I need to use Huntingtower Junior School’s computers in an appropriate manner and in accordance with the Computer Use Agreement. Inappropriate use or a failure to follow these guidelines could result in the withdrawal of computer privileges.

Student’s Name………………………………….Parent’s Name……………………………….
(Please print)

Student’s Signature……………………………….Parent’s Signature………………………….

Date………….. / ……….. / 2012