



CODE OF CONDUCT

Online Use

Updated: 5th February, 2016

Teachers will:

- ensure that students in their class have been given permission before they access online services.
- supervise students when using online services.
- reinforce the correct use of copied material and referencing.
- monitor student files and communication at point of need.
- ensure students are aware of the 'back out' procedure to get out of inappropriate Internet sites.
- where possible, bookmark sites that support class topics using *Favourites*.
- teach children how to refine and conduct internet searches.
- only download files (games etc), which are related to the current classroom teaching programs.

Students will:

- use the school computer only with the permission of a teacher.
- follow all instructions from teachers when using school computers.
- not let anybody else know their password.
- not let others logon and/ or use my online services account unless it is with the teacher's permission.
- not access other people's online services accounts.
- be responsible for anything that happens when my online services account is used.
- tell my teacher if I think someone is using my online services account.
- know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If any information is found that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.
- be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- be held responsible for any misuse of online services and it may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- or may be held liable for offences committed using online services.

Consequences for Conduct Breaches are:

- loss of Internet privilege for a given time, according to the severity of the breach.
- the loss of online services privileges and use of computers.
- parent's being informed about the breach.
- being held legally liable for offences committed using online services.