Dear Parents,

Jells Park has a set of Guidelines designed to assist the staff, students and parents with the appropriate use of Learning Technologies at school. Discussion about these guidelines and responsible use of Learning Technologies, in particular the Internet, has been held in all classes.

A copy of the Guidelines for Using Learning Technologies Agreement is attached. We ask that you read this document through with your child and discuss the behaviors that responsible use of this resource requires. We are working to ensure that all students understand its contents, and your support at home would assist us with this task.

Following your home discussion, parents are asked to ensure that children sign and return the Guideline Agreement as an indication of their acceptance of the Code of Practice that we at the school have developed to ensure safe and responsible use of Learning Technologies and the Internet.

For your reference, the Guidelines are as follows:

- All equipment is to be treated with care
- Classroom computer rules are to be obeyed at all times
- Settings on the computers are not to be altered
- Only software owned by the school is to be loaded on the computers
- Portable memory sticks used on the computers are to be virus checked before being opened
- The Internet is to be used for educational purposes only and only appropriate sites are to be used. Students have access to DEECD approved sites only via the cache.
- Before downloading or printing from the Internet permission must be obtained from a teacher
- If any information, which is unsuitable or makes a student uncomfortable appears on the computer the teacher must be notified immediately.
- Under no circumstances will a student alter another student’s work on the school intranet.
- Email is to be used only for educational purposes and messages must be checked by a teacher before being sent.
- Passwords must be kept confidential and not shared with other students.

Misuse may result in the removal of any right to use the equipment and a charge may be made if deliberate misuse by a student damages equipment or necessitates a technician being employed to rectify the problem.

We at Jells Park Primary School are continuing to develop a dynamic and an effective Learning Technologies program. Your support with this important matter will assist us to continue this development.

If you would like more information on our school’s e’Learning Plan, this can be located from our school’s web site.

Gillian Brookes
Principal