GUIDELINES FOR USING LEARNING TECHNOLOGIES  
JELLS PARK PRIMARY SCHOOL

- 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
- USB’s used on the computers are to be virus checked before being opened
- The Internet and Ultranet are 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 are to 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 technical support to rectify the problem.**

**STUDENT UNDERTAKING ON THE USE OF LEARNING TECHNOLOGIES**

I, ......................................................... have discussed these guidelines (parent/guardian) with my child and accept that not following them may result in the removal of my child’s right to use the equipment and a charge in the case of deliberate misuse.

Signature ........................................ Date ........................................

I agree to abide by the Jells Park Primary School Learning Technologies Guidelines.

Signature ........................................ Date ........................................ (student)