



Macquarie College

Junior School Student Use of ICT Facilities Guidelines

Introduction

These guidelines are issued by the ICT Manager under authority of the Macquarie College (MC) Executive Team. They provide clarification for Junior School students on the practical application of the MC Acceptable Use of ICT Facilities Guidelines and they should be read in conjunction with it. They have also been prepared to make sure all members of the Junior School community understand MC's guidelines for using the Network, Internet and the Intranet (ICT facilities).

Audience

The intended audience for these guidelines is Junior School students and their guardians.

Guidelines

Responsibilities of Junior School Students

The following sections set out requirements that are particularly significant and provide relevant information about some of the expectations that guide the use of ICT facilities at MC. All students who use MC ICT facilities must comply with the guidelines and principles that are referred to here, as well as to other advice provided by ICT staff at MC.

The MC Network has been established for the educational use of MC students and for the professional use of its staff. MC Junior School staff have a responsibility to support students in the development of ICT literacy and the responsible usage of ICT facilities.

Access to MC ICT facilities is a privilege, not a right. Junior School students must agree to act in a responsible and considerate manner and comply with the following procedures so that all students have a positive technology experience and maintain their privilege of continued use of this resource.

MC Junior School students will only have access to computers when they are under the supervision of a teacher specifically responsible for their supervision at that time.

The procedures to be followed by Junior School students when using MC ICT facilities are:

1. Students will get teacher permission before they begin using the Network, Internet or Intranet and students will follow all the rules set up by their teacher and other College staff.
2. Students will only visit websites directly related to their school assignments.
3. Students will list the sources of all information and images used in their reports and will respect copyright laws.
4. Students will always use appropriate, polite language on the Internet and Intranet.
5. Students will not download or display offensive or inappropriate messages or pictures.
6. Students will never give out their last name, phone number, home address or home email address over the internet.
7. Students will tell a teacher immediately if they come across something that is inappropriate or wrong.
8. Students will not damage any computers, computer systems, or computer accessories.
9. Students will not trespass in other people's folders, work or files
10. Students will not use other people's network account passwords

A student who does not follow these procedures may:

1. Lose computer privileges

2. Face disciplinary action in line with existing Junior School rules regarding inappropriate language or behaviour.

To gain access to MC ICT Facilities, Junior School students must read and discuss these guidelines and the MC Acceptable Use of ICT Facilities guidelines with their parents/guardians. Students and parents/guardians must then sign the MC Junior School Student Acceptable Use of ICT Facilities form and return it to their classroom teacher.

If you have any questions about these guidelines/procedures, please contact the Deputy Principal (Junior School).

Supporting Documentation

- Acceptable Use of ICT Facilities Guidelines
- Senior School Student Use of ICT Facilities Guidelines

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

Adopted by the MCC / /
Signed
(MCC Chairperson)
Date for review / /