Dear Parents,

At Corpus Christi we make extensive use of Information and Communication Technologies (ICT), incorporating the use of a wide range of hardware and software. We utilise equipment such as digital still and video cameras and publish work in a variety of ways.

All students must have an agreement signed by their parents in order to access Electronic Mail, Intranet and Internet at Corpus Christi.

This form needs to be signed ON BOTH PAGES and returned to school as soon as possible. It will be kept on file. This agreement will remain valid through the duration of your child’s enrolment at Corpus Christi. The Acceptable Use policy is for you to keep.

Thankyou,
Tamara Moravski
ICT Leader

Intranet and Internet Access

Within our school we use the Intranet and Internet as an important learning and communication tool. We share information, collaborate with peers and the wider community. Use of the Intranet and Internet is password protected.

I give permission for my child’s name, photo and work to be published, utilising various programs and contemporary learning tools.

Educational Presentations

Our school values collegial professional learning; we often present information to other schools in the area of Learning and Teaching and using Information and Communication Technology. During these sessions, we wish to show samples of student work and photos of our students “in action”.

I give permission for my child's Christian name, photo and work to be used in presentations to others for educational purposes.

Wider Community

Our school strives to maintain communication with the wider community through our website and through advertising. Occasionally we include photographs of learning in action of our work within the community and students achievements.

I give permission for my child’s photo and work to be published by Corpus Christi School to the wider community (including the school website, school documentation and advertising).

PARENT SIGNATURE: ____________________________________

Parent signature indicates permission is granted.
Corpus Christi Glenroy
Student Code of Conduct

When using Computers at Corpus Christi School, I will:
- Use them as an educational tool
- Create folders, files and file names that contain language or images that are appropriate within our school
- Not add software programs to a machine
- Not add passwords to any files or programs
- Respect other people’s work by not opening or altering work without his or her permission or presence
- Delete only my own files from the computer
- Only make changes in the settings folder on classroom computers with teacher permission

When using Internet and Email at Corpus Christi School, I will:
- Use these facilities for Research (to find information), Communication (to send and receive information) and Collaboration (to share ideas)
- Immediately click on HOME and inform the teacher if I find myself in unsuitable locations
- Only work on the internet for purposes specified by my teacher
- Not give out my own or others’ personal information such as surnames, photographs, addresses, telephone numbers or parents’ details
- Compose e-mail messages using only language I understand is acceptable in my school
- Always have my teacher proofread and give permission before sending e-mail or reading external mail
- Not use copyrighted material (including graphics, text, sound and video) from other web sites, unless I have permission from the person who created the material. If I am unsure that the material is public domain, I will check with my teacher
- Remember that information on the Internet may not be accurate, so try to check or validate it
- Not use chat lines at any time

I agree to use ICT at Corpus Christi in accordance with the agreement.

I understand and I will follow the Student Code of Conduct.

Student Name:

I agree to _________________________________(Child’s Name) using ICT at school in accordance with the Student Agreement.

Parent Signature:
Date:
Rationale
Corpus Christi School recognises that student instruction and student learning will change as telecommunications and other new technologies alter the ways in which information may be accessed, communicated and transferred through access to online services. Corpus Christi School also recognises that electronic information research skills are now required as essential knowledge for members of our society and as future employees.

In responding to these changes the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources.

Corpus Christi School's Internet, Intranet and Email facilities are used as a tool for research, communication and collaboration. We believe that the benefits to students from being able to access and retrieve information from these resources, and the opportunities this provides for collaboration, exceed the disadvantages. However, access is a privilege and not a right. With rights comes responsibility.

Student Responsibility
Students are responsible for appropriate behaviour on the school’s computer network, as detailed in the Student Code of Conduct. Individual users of the school network must take full responsibility for their own behaviour and communications over the network. It is expected that users will comply with the school rules and honour the agreement they, or their parents, have signed. Network access is a privilege. Failing to follow the Code of Conduct will result in the loss of this privilege.

Parent Responsibility
Parents are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. The school expects that these standards will be in accordance with the School Policy and Student Code of Conduct, which Parents are required to sign/co-sign.

Staff Responsibility
Corpus Christi School expects that staff will incorporate appropriate use of such information throughout the curriculum and that teachers will provide supervision, guidance and instruction to students in the appropriate use of such resources. This will include staff facilitating students accessing information in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

School Responsibility
Corpus Christi School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet and Email for Staff and Students. The School undertakes to ensure that information published by students or the School under the School's name meets legal requirements and standards of general practice within the community in relation to copyright, privacy and safety.

Student Access
The School network is provided for educational purposes. Students at Corpus Christi School have access to the Internet. The Catholic Education Office and the school determine security filters. The security filters in place operate on the school network only and the same security features do not operate beyond the school.

Independent access to network services is provided to students who agree to act in a considerate and responsible manner. Although the School has in place steps to reduce risks, students may encounter electronic information resources which have not been screened by educators for use by students. Therefore, prior parental or guardian permission is required for students to be able to access the School network. The Code of Conduct signed by students clearly outlines appropriate action for students to take in the event of coming across unsuitable material.

Reviewed November 2010