

NETWORK, INTERNET AND E-MAIL RULES

At Yinnar Primary School, the computer network and all its associated components are to be used as tools to enhance your learning. Having access to the Network, the Internet and communicating with e-mail at Yinnar Primary School is a privilege not a right.

Remember, only use school computers and the Internet for school work set out by your Classroom Teacher or Information Technology Co-Ordinator.

Personal information such as your surname, address, telephone number, parents' work address/number and so on are not to be given out in e-mails or on the Web. Pieces of work and photographs are not to be published on the Web unless your parents have agreed in writing.

Personal log-in information or passwords are not to be given to anyone else, either inside or outside school.

The Internet is not to be used to frighten, annoy or upset other people.

If you come across any information or message that is unsuitable or makes you feel uncomfortable click on the HOME button or turn the monitor off and then tell your teacher straight away.

Don't use down loaded material which has been developed by other people without their permission. If you have permission to use someone else's work, make sure that you acknowledge that person or organisation.

Do not copy or download any material from the Internet or put any home owned software on the School's computers as this may cause a virus or break copyright laws. Please check with your Classroom teacher or Information Technology Co-ordinator first.

Please look after the computers and all their parts. Do not remove any piece of hardware or change any internal computer settings without your Classroom teacher or Information Technology Co-ordinator's approval.

If you break these rules you will lose your Network, Internet and E-mail access rights for a period of time determined by your Information Technology Co-ordinator, Principal or Classroom Teacher.