

Newlands
Primary School
Breach of
Student ICT
Code of Conduct

Agreed Acceptable Use of ICT Breach Consequences at Newlands Primary School

Area of Breach	Expected Behaviours	Consequences for breach of acceptable use.			
		1 st offence	2 nd offence	3 rd offence	Repeated offence
Cyberbullying	Never cyber bully – always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).	Warning	1 Week	2 Weeks	1 Term
Cyberbullying	Don't be a bystander - Talk to my teacher or another adult I trust if I see a friend being unsafe or being made to feel uncomfortable by others.	Discussion	Phone Call Home	2 Days	1 Week
Privacy	Keep personal details private – never give other people's personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	Discussion	1 Week	2 Weeks	1 Term
Privacy	Keep personal details private – never give out my personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	Discussion	2 Days	1 Week	1 Term
Privacy	Never talk to strangers online unless guided to by my teacher or an adult I trust. Talk to a teacher or another adult if someone asks me to provide information that I know is private.	Discussion	Phone Call Home	2 Days	1 Week
Online Safety	Seek teacher/adult permission before uploading media to websites, blogs or other shared online spaces.	Discussion	2 Days	1 Week	1 Term
Online Safety	Keep myself safe – I will keep myself safe in the internet by only communicating with people that I know.	Discussion	2 Days	1 Week	2 Weeks
Responsible Use	Only use the internet for purposes specified by the teacher.	Warning	1 Week	2 Weeks	1 Term
Responsible Use	Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.	Warning	1 Week	2 Weeks	1 term
Responsible Use	Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher, or parent, at school and home.	Discussion	2 Days	1 Week	1 Term

Responsible Use	Not accessing or sending inappropriate rude or offensive content (or if you willingly participate by viewing the content of others). This includes but is not limited to 'chain' messages.	Warning	1 Week	2 Weeks	1 Term
Responsible Use	Respect other students' work and files. This includes deleting files and touching or closing computers/devices that someone is currently working on.	Warning	1 Week	2 Weeks	1 Term
Responsible Use	Take the responsibility to care for the computers, iPads, tablets and cameras.	Discussion	1 Week	2 Weeks	1 Term
Responsible Use	Follow copyright laws and website terms at all times, for example not sharing music or videos or bring illegally downloaded software/ media.	Discussion	1 Week	2 Weeks	1 Term
Responsible Use	Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.	Discussion	1 Week	2 Weeks	1 Term
Responsible Use	Talk to my teacher or another adult if I need help online, or not sure what I should be doing.	Discussion	Phone Call Home	2 Days	1 Week
Responsible Use	Talk to my teacher or another adult if I come across a website which is not suitable for school.	Discussion	1 Day	2 Days	1 Week
Responsible Use	Talk to a teacher or another adult if I believe that someone else is doing something inappropriate using technology.	Discussion	1 Day	3 Days	1 Week
Responsible Use	Take full responsibility for my personal technology –keep it stored safely in my bag. Newlands Primary School recommends that precious items are not brought to school.	Discussion	Phone Call Home	2 Days	1 Week
Responsible Use	Not let mobile digital devices interrupt my learning – Mobile phones are to be given to the class teacher at the start of the school day for safe keeping and returned to the student at 3:15.	Warning	1 Day	Phone Call Home	1 Term
Responsible Use	Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful.	Warning	1 Week	2 Weeks	1 Term
Responsible Use	Do not bring to school or download any unauthorised programs, including games. The use of USB flash drives is restricted to classroom or homework purposes only.	Warning	1 Week	2 Weeks	1 Term

Consequences of inappropriate use will be reviewed by the principal in exceptional circumstances, on a case-by-case basis.