

Acceptable Use Policy - Learning Technology

This document defines the Acceptable User Policy for student use of the Merrimac State School Computer Systems. Its main purpose is to encourage the responsible use of the facilities available to the students through the provision of clear usage guidelines. Students and staff authorised to use the school's computer systems also have Internet and Electronic Mail access.

1. Students are provided with a username and password to gain authorised access to the computer network. This access also entitles users to their own secure space on the network to store their files (hereinafter referred to as an account). No student shall be granted access to these facilities unless the Student Code of Conduct has been duly signed by all required parties and returned to the school.
2. Along with the informative and educational material available on the Internet, there are considerable amounts of undesirable, offensive and controversial content. Programs that filter out inappropriate content, are not efficient enough to screen out all such material. Therefore, all Internet use sessions will be supervised by teachers, teacher aides or authorised Technology Support students.
3. Users are responsible for the security, maintenance and integrity of their individual accounts. Users are required to create a password to protect their account. Under no circumstances should passwords be divulged to any other user on the system. State and Federal laws apply to the security of computer accounts, and if violated, may result in legal action being taken.
4. Students are entitled to use the school's computer systems for curriculum purposes only. Therefore, games and other non-educationally related material must not be brought to school or accessed via any of the school's computing facilities, specifically via the Internet or electronic mail. Disks or CDs with curriculum related content must be given to staff for virus checking before introduction to any computing facilities.
5. Information dispatched from the school network is a reflection on how the global community perceives the school. All students using the systems are encouraged to show that they are positive ambassadors for Merrimac State School. No obscene, inflammatory, racist, discriminatory or derogatory language should be used in e-mail or any other form of network communication.
6. As the school owns all the equipment used, the school reserves the right to oversee that it is used correctly. Therefore authorised inspections of the contents of students' accounts are conducted regularly. It is the responsibility of every user on the network to report inappropriate or illegal use of resources to a Systems' Administrator. Should any damage to equipment occur through inappropriate behaviour, the person/s responsible may be required to contribute to the cost of its repair.
7. Students using the system must not at any time illegally attempt to access other computer systems, accounts or unauthorised network drives or files.

Breaches of this policy may result in a withdrawal of computing and Internet privileges for short or long term periods.

All misdemeanours relating to the use of computing resources will be dealt with in accordance with Merrimac State School's Behaviour Management Policy.

Student Code of Conduct — Learning Technology

Breaking any of the rules below may lead to immediate disqualification from the computers and access to the Internet through the Merrimac State School computer system.

1. I agree to follow all staff instructions regarding the use and activities on any computers in the computer system network and to abide by the standard computer classroom rules
2. I will take great care of all resources related to the systems and am aware of the consequences of damage caused
3. The behaviour I show when using the system will be mature, responsible and courteous
4. When using the Internet I will only access appropriate information which is relevant to my studies and educational research. Any material downloaded by me to the computer or my folder will only be for curriculum purposes
5. I will not use any computer facilities without permission of a teacher or other authorised personnel.
6. I will be responsible for the maintenance of my folder of the network and will not abuse the use of system space or consumable resources such as printing costs
7. I will not attempt to change the set-up of any hardware or software that is part of the computer system
8. I will report any faults/damage immediately to my teacher as I observe them or as they occur
9. I will not use any disks or CDs on the system unless authorised to do so by a teacher
10. I will respect all account privacy of the other users of the system
11. I will not divulge my username or passwords to any person/s
12. I will ensure any information in any format that I send out of the system shows that I am an positive ambassador for Merrimac State School and that it will not contain any inappropriate or offensive content
13. I acknowledge that it is a privilege, not a right, to have use of the system and will agree to accept all decisions made by the school as to my further use of the system

The following is to be read and completed by both the student and parent/legal guardian:

- We have read and understood the Acceptable Use Policy and the Student Code of Conduct
- We agree to abide by the above rules
- We are aware that any breaches of the Student Code of Conduct may result in my child's immediate removal from the system for a specified period as per the Behaviour Management Guidelines and in relation to the severity of the offence

Student Name: _____ **Year Level:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Office Use Only	Date	Created by
Network Username/Password created		
Internet Username/Password created		
Usernames entered on SIMS		

Consent to use Copyright Material, Image, Recording or Name

This document gives the State and Education Queensland permission to use works created by students in the course of their studies for purposes associated with the promotion of Education Queensland or the State of Queensland.

This does not mean that you, the student, lose ownership rights over your works – simply that Education Queensland has permission to use your works for the purposes mentioned.

During the course of my studies provided by Education Queensland, I may create works which attract intellectual property rights (for example, copyright). These works may form part of my academic assessment or my studies generally.

These works might include my written work (eg stories and poems), paintings, pictures, drawings, designs, photographs, videos, films, music, performance, computer programmes, web sites, sculptures, fashion or costume, metal or wood works or any other works I create. Education Queensland may record sound and/or vision of me and my works whilst I am at school or taking part in school-related activities or performances. Education Queensland understands that I own the intellectual property rights in my works, my sound and my vision, and that this Consent Form is not meant to transfer my ownership.

I give permission to the State and to Education Queensland to use my works, my sound/vision, and/or my name for:

- Future media activities which would assist with further Education Queensland curriculum requirements
- Promoting and advertising of the State or Education Queensland and its students
- And any commercial purpose

I will not withdraw the permission I have given, and Education Queensland understands that I may choose to give this permission to other people.

I understand that by giving this permission, Education Queensland can use my works, my sound and/or my vision in any way it chooses, for the purpose described above. It may reproduce them in any form, in whole or in part, and distribute them by any medium including the Internet, CD-Rom, or other multi-media uses.

I understand that I will not be paid by Education Queensland for giving this permission.

Student Name: _____ **Year Level:** _____

Student Signature: _____ **Date:** _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Merrimac State School Dress Code

Section 360 of the Education General Provisions Act (2006) states that

1. A State school's principal may develop a dress code for the school's students that is to apply when the students are attending, or representing, the school
2. The dress code may provide for the following:
 - standards of what is acceptable in relation to the clothing worn by the students, including headwear and footwear;
 - standards of what is acceptable in relation to other aspects of the personal presentation of the students.

Merrimac State School has developed its School Dress Code in consultation with the school community, including staff, students, P&C and School Council. The dress code addresses three important aspects - safety, appearance and comfort.

Standards:

The School Dress Code stipulates the following standards:

1. The wearing of school/sports uniform at all times, unless otherwise stipulated by the principal (such as Free Dress Days)
2. All students are to wear enclosed shoes/joggers
3. Brimmed hats are to be worn for all outdoor activities
4. Students are not permitted to wear makeup or nail polish
5. In the case of safety and practicality, jewellery is to be kept to a minimum. Boys and girls may wear a watch and plain studs or sleepers in their ears. Make-up and nail polish are not allowed. No other form of jewellery or adornment is to be worn, except for medical, cultural or religious purposes. Students maybe asked to remove jewellery for some activities. No responsibility will be taken should jewellery or other valuables be lost or damaged
6. Girls with longer hair are required to have hair tied back and out of their face
7. Coloured hair other than natural colours is not acceptable
8. When participating in swimming activities all students are required to wear swimming caps and girls are required to wear one piece swimming outfits
9. On Free Dress Days, clothing should be of a standard that is deemed safe, appropriate and not likely to cause offence.

Consequences:

Depending on the circumstances students in breach of the act may be:

- Prevented from attending an activity where they are representing the school
- Prevented from participating in an activity where safety is an issue
- Given a detention for non compliance with the Dress Code.

This Merrimac State School Dress Code has the endorsement of the P&C President, School Council Chairperson and the Principal.

Use of Mobile Phones and Other Electronic Devices

Mobile phones are only permitted at school when left at the school office or in the care of the classroom teacher. Phone calls are not to be made or taken during the school day without the prior consent of the Principal. Any student who is permitted to use a mobile at school accepts to use the mobile phone in an appropriate manner.

Electronic devices such as Games Boys and I-Pods are not permitted at school unless for an approved curriculum activity.

Schedule of Fees and Charges for Merrimac State School

The Education Act (General Provisions) 2006, allows for schools to charge fees or request voluntary contributions for a range of activities. The schedule below identifies those areas for which fees or contributions are sought during the school year.

Fees will be charged for the following activities:

1. School Excursions
2. Transport to and from sporting events
3. Transport to and from swimming lessons
4. Hire of musical instruments
5. School Camps
6. Participation in International Exchange Program/s
7. Participation in National Capital Tour
8. Sporting and artistic programs that extend beyond the core curriculum (such as District, Regional, State and National sporting carnivals, Musical showcases, Wakakirri and Eisteddfod)
9. Specialised programs that fall outside the standard curriculum (such as additional instrumental instruction)
10. ICT
11. Swimming Levies
12. Photocopying of workbooks
13. Educational services purchased from a provider other than the State school where the student is enrolled (such as Arts Council)
14. Year 7 Graduation.

Voluntary Contributions will be requested for the following:

1. Reprographics (other than photocopies of workbooks)
2. Arts and Craft supplies
3. Cooking materials
4. P&C Contributions

The above schedule is endorsed by the Merrimac State School Parents and Citizens Association Treasurer, School Council Chairperson and Principal.

Consent to Participate in School Curriculum Activities

Merrimac State School provides students with a number of educational excursions, field trips and sporting activities. The majority of these activities Education Queensland require students to leave the school grounds and travel by bus to the relevant venues on the Gold Coast and/or Brisbane.

I give consent for my child to participate in and travel by public transport for the following educational activities:

- Swimming Program (including Swimming Carnivals)
- Athletics Carnival
- Cross Country Carnival
- District Representative Sport
- Interschool Sport
- Outdoor Pursuits
- Excursions approved by the P&C Association in conjunction with curriculum studies
- Community Service Activities at Hillview House
- Supervised activities at Boowaggan Park (play and sport)

I understand excursions and educational activities beyond Brisbane, interstate or requiring overnight accommodation will require separate parental permission.

Parent/Guardian Name: _____
Parent/Guardian Signature: _____ **Date:** _____

Enrolment Agreement – Merrimac State School

This enrolment agreement sets out the responsibilities of the student, parents or carers and the school staff about the education of students enrolled at Merrimac State School.

Responsibility of student to:

- attend school regularly, on time, ready to learn and take part in school activities
- act at all times with respect and show tolerance towards other students and staff
- work hard and comply with requests or directions from the teacher and principal
- abide by school rules, meet homework requirements and wear school's uniform
- respect the school environment

Responsibility of parents to:

- attend open evenings for parents
- let the school know if there are any problems that may affect my child's ability to learn
- inform school of reason for any absence
- treat school staff with respect and tolerance
- support the authority and discipline of the school enabling my child to achieve maturity, self discipline and self control
- abide by school's policy regarding access to school grounds before, during and after school hours

Application for Student Enrolment Form

Responsibility of school to:

- develop each individual student's talent as fully as possible
- inform parents and carers regularly about how their children are progressing
- inform students, parents and carers about what the teachers aim to teach the students each term
- teach effectively and to set the highest standards in work and behaviour
- take reasonable steps to ensure the safety, happiness and self-confidence of all students
- be open and welcoming at all reasonable times and offer opportunities for parents and carers to become involved in the school community
- clearly articulate the school's expectations regarding the responsible behaviour plan for students and the school's dress code policy
- ensure that the parent is aware of the school's record-keeping policy including the creation of a transfer note should the student enrol at another school
- set, mark and monitor homework regularly in keeping with the school's homework policy
- contact parents and carers as soon as is possible if the school is concerned about the child's school work, behaviour, attendance or punctuality
- deal with complaints in an open, fair and transparent manner
- consult parents on any major issues affecting students
- treat students and parents with respect and tolerance

I accept the rules and regulations of the Merrimac State School as stated in the school policies and informational book that have been provided to me as follows:

- Responsible Behaviour Plan for Students
- Student Dress Code
- Homework Policy
- School Charges and voluntary contributions
- Student usage of internet, intranet and extranet
- Absences
- School Excursions
- Complaints management
- Parent Notice for Religious Instruction in School
- Consent to use Copyright Material, Image, Recording or Name
- Consent to Participate in School Curriculum Activities
- Appropriate Use of Mobile Telephones and other Electronic Equipment by Students

I acknowledge that information about the school's current programs and services has been explained to me.

Student Name: _____ **Year Level:** _____
Student Signature: _____ **Date:** _____
Parent/Guardian Name: _____
Parent/Guardian Signature: _____ **Date:** _____
On behalf Merrimac SS: _____ **Date:** _____

(Principal or delegate)