



## INTERNET USAGE POLICY

### Rationale:

- The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

### Aims:

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

### Implementation:

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The ICT Manager will liaise with staff and the technical support to manage all email access, maintenance of the school's website, web filters, and all other issues related to internet access by students and staff.
- The school undertakes to ensure that information published on the internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- While the school has in place stringent internet filters to prevent inappropriate sites being accessed, it is the responsibility of the teacher in charge to oversee all computer usage.
- When a wet day timetable is set in place, classroom computers or electronic devices may not be used by students during recess and lunch, due to teacher supervision issues.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked. All staff shall be responsible for notifying the manager of any inappropriate material so that access can be blocked.
- All students shall be responsible for notifying the ICT Manager / their teacher of any cyber-bullying, so that the appropriate measures can be taken by the school.
- Consequences of publishing, accessing or failing to notify the ICT Manager of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

### Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

**Approved by School Council: February 2013**



## INTERNET / EMAIL CODE OF PRACTICE

### Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher or the school
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking my teacher.
- Always have my teacher's permission before sending an e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- I will not use material from other websites unless I have permission for the person who created the material or if I acknowledge the source. If I am unsure I will check with my teacher.
- Not use the internet to frighten, annoy, threaten, intimidate or bully other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet / email access rights for a period of time as determined by my teacher, Principal and the ICT Manager.

<b>STUDENT NAME:</b>	
<b>STUDENT SIGNATURE:</b>	
<b>DATE:</b>	

### Parent/Guardian Agreement:

I understand that the Internet can provide students with invaluable learning experiences. I accept that while teachers will always exercise duty of care, ultimately, protection against exposure to inappropriate information should depend upon responsible use by students. I believe my child understands this responsibility and I hereby give permission for him / her to access the Internet under the school policy and rules. I understand that any student breaking these rules will be subject to appropriate action, which will be undertaken by the school. This may include loss of Internet privileges and access for a given time and the student's parents being immediately contacted by the Principal. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I give my permission for my child to: -

- Access the Internet for information within school guidelines and programs
- Send and receive emails from other people and organizations as approved by the school
- Send and receive external email from other primary school students as approved by the school
- Publish their own material on Gardenvale Primary School's Website using first name only
- Appear in group photographs on Gardenvale Primary School's Website with first name only

<b>PARENT NAME:</b>	
<b>PARENT SIGNATURE:</b>	
<b>DATE:</b>	