

# COLDSTREAM P.S.

## 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. It is important that in using the internet the issues of safety and responsibility are addressed in order that students, teachers and parents can be confident they are using this technology safely, and to its best advantage.

#### **Aims:**

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in appropriate and discriminating 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 will have filtered internet and, where appropriate, email access connecting to the DEECD cache. 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. Students will only have access under teacher supervision.
- Staff will liaise with the technical support technician to manage any email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- 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.
- Grade 3-6 students may be provided with a student email account for school use which will be used under teacher supervision. Inappropriate use will result in the account being suspended.
- Any 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 Principal or ICT co-ordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the ICT coordinator 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 or school website.
- 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 and last initial will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
- USB sticks used at school will be required to **stay at school** and used for **school purposes only**.
- USB sticks are to be used as an **alternative** method of saving student work when the main server is down.

#### **Evaluation:**

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

This policy is due to be ratified by School Council in....

**November 2014**



## 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 on unsuitable sites 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
- 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 with my teacher.
- Always have my teacher's permission before sending an e-mail.
- Compose e-mail messages using only language I know is acceptable in my school.
- Inform my teacher if I receive any email or material that makes me feel uncomfortable or threatened or contains inappropriate material. Any material deemed by staff to be inappropriate or threatening to students may be handed to the police.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten, harass or annoy other people. This is classified as Cyber Bullying. Please refer to our Bullying and Harassment policy.
- 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 determined by my teacher and the Principal.

**Student Name** \_\_\_\_\_ **Grade** \_\_\_\_\_  
**Student Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

### Parent/Guardian Agreement:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I **DO / DO NOT** consent to my child using the internet at school for educational purposes in accordance with the Student Agreement above.

I **DO / DO NOT** consent to my child having their first name (last initial) published on the school's web site.

I **DO / DO NOT** consent to my child having their picture published on the school's web site.

I **DO / DO NOT** consent to my child corresponding with others, using email.

**Parent/Guardian Signature** \_\_\_\_\_  
**Parent/Guardian Name (Please print)** \_\_\_\_\_  
**Date** \_\_\_\_\_