

INTERNET USAGE POLICY

RATIONALE

The Internet is an important tool for students for education. Students should be able to learn to use the Internet responsibly and safely to its best advantage.

PURPOSE

The impact of Information Communication Technology (ICT) will continue to have an ever increasing effect upon the educational resources and learning opportunities for our school. The ability to effectively use this area of electronic communication will be a life skill for our students.

GUIDING PRINCIPLES

1. Use of computers and the Internet at school is to be for educational purposes only
2. Access to computers and the internet will only be granted to students who have signed the computer and internet usage form. Parents must also sign this form which can be found in the enrolment pack.
3. While using computers, the Internet and email facilities students will be supervised at all times by informed adults
4. Students will be supported to engage in a range of ICT skills appropriate to their learning
5. Access to the Internet will be provided by Netspace. Students have restricted access according to DEECD standards
6. Students are to seek permission from their teacher before printing information
7. No software is to be downloaded without the permission of the ICT committee
8. Students will adhere to all relevant copyright laws when accessing information on the Internet and will reference all copied work in a format relevant to their learning
9. All materials to be published on our web page must be approved by the Principal or a representative authorised by the Principal
10. Written consent from a parent or guardian must be given prior to students accessing or publishing on the Internet. Only first names of students will be used on any material published on non-password sites
11. The school acknowledges mobile phone technology now allows access to the Internet and email. Mobile technology is not to be used for this purpose at school unless permitted to do so by the ICT team. Personal handheld devices which give access to the internet are not to be used by students whilst at school. Students may bring mobile phones with parent permission. Such mobile phones are to be handed to student's teacher who will store it securely during the school day and return it at the end of the day.

12. Online Safety

Students will be supported to make appropriate choices when using computers and the internet to ensure that the safety and learning of themselves and the students around them is protected. This support will focus on:

- a) Knowing to switch off the computer screen on a desk top or close the screen on a laptop if students find inappropriate material on a computer or see another student accessing inappropriate material
- b) Knowing to tell a teacher immediately
- c) Knowing what constitutes inappropriate material
- d) Awareness of Cyber bullying and appropriate cyber etiquette
- e) Choosing strong passwords and password security
- f) Regular reviewing of the Computer and Internet User Agreement with the students during the year

13. Emails

- a) Students should only open attachments to emails on school computers from known/reliable sources to avoid infection from computer viruses
- b) All students using an email account must have the email section of the Internet usage approved and signed by their parents
- c) No school email account is to be used to send non-educational attachments or attachments from unknown sources
- d) School email accounts are not to be used to sign up for any services, games, software downloads or newsletters online
- e) Continued misuse of the school email account will be referred to school ICT team for further consideration
- f) Non-school email accounts must only be used with the permission of teachers

14. Online interaction

- a) When teaching teams choose to implement the use of social networks, the network must be private (password protected)
- b) When implementing social networks, teachers take on the responsibility of monitoring the site on a highly regular basis (at least every 2 two days)
- c) In order for students to remain accountable for their actions online, students must be issued a personal username and password
- d) Students must be taught safe use of a password (keeping user name and password separate, not sharing this information with others)

15. Blogs

- a) The implementation of blogs and/or wikis must be agreed upon across the school, in order to ensure consistency of program
- b) In implementing blogs and/or wikis, teachers take on the responsibility of moderating the site on a very regular basis
- c) All students using a blog or wiki must have a signed Internet usage form –
- d) Teachers must file a copy of any inappropriate correspondence
- e) Continued misuse of a blog or wiki site will be referred to the school ICT team

- f) Teachers must make students aware that the website, all comments, blog posts and discussions are monitored on a very regular basis by the teacher

REVIEW

This policy is to be reviewed in 2013