

ICT (Internet) Acceptable Use Policy

St. Georges Rd. Primary School



Rationale:

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

Aims:

- *To improve student learning outcomes by increasing access to world-wide information.*
- *To develop skills in discriminate and effective internet usage.*

Implementation:

- *Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and should not be doing online.*

Behaving safely online means:

- *protecting their own privacy and personal information (we used to call it 'stranger danger')*
- *selecting appropriate spaces to work and contribute*
- *protecting the privacy of others (this can be sharing personal information or images)*
- *being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher*
- *These principles of safety and responsibility are not specific to the web, but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students.*
- *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 is not simply a right to be expected.*
- *An internet coordinator will be appointed, who will liaise with staff and the technical support technician to manage all 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.*
- *Students email access will be through a class mailbox under teacher supervision.*
- *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 coordinator of any inappropriate material so that access can be blocked.*
- *Community members using the internet at school shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.*
- *Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.*
- *All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.*

This policy was last ratified by School Council in April 2014

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- *Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).*
- *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 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.*
- *The Acceptable Use procedure is intended to operate within and be consistent with existing school policies and procedures in areas such as:*

Anti-bullying (including cyber-bullying) and Anti-harassment Student Welfare Netbook Agreement

- *For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties.*

For Students:

- *removal of network access privileges*
- *removal of email privileges*
- *removal of internet access privileges*
- *removal of printing privileges*
- *paying to replace damaged equipment*
- *other consequences as outlined in the school's discipline policy*
- *Bullying and harassment of any kind is prohibited. No messages will be transmitted with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference. Violations of any guidelines listed above may result in disciplinary action.*
- *While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.*

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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*
- *Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.*
- *Never send a person my picture or a picture of anyone else without first checking with my teacher.*
- *Always have my teacher's permission before sending e-mail.*
- *Compose e-mail messages using only language that I understand is acceptable in my school.*
- *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 or annoy 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 determined by my teacher and the Internet/Email committee.*

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Agreement:

I agree to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

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 having their first name (last initial) published on the school's Internet site.

I do/do not consent to my child having their picture published on the school's Internet site.

I do/do not consent to my child corresponding with others, using email.

Parent/Guardian Signature _____

Parent/Guardian Name _____ Date _____