

INTERNET USE

POLICY

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.
- 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.

Aims:

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.
- To protect students from innappropriate content, cyberbullying and other risks.

Implementation:

- 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, **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.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights. Parents will be notified of such decisions.
- 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, spelling prior to publishing.

Evaluation:

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

This policy was last ratified by School Council in....

July 2016



TEMPLETON PRIMARY SCHOOL COMPUTER AND INTERNET APPROPRIATE USE AGREEMENT GRADES PREP TO SIX

STUDENT DECLARATION

Prep and Grade One students are to discuss this agreement with their parents. Parents are to sign on their child's behalf.

For your information: The Intranet is a secure network within Templeton Primary only.

When using the computers at Templeton Primary School I will:

- Always have my teacher's permission before using the Internet.
- Use the Internet for school related work only.
- Behave in a responsible and courteous manner when using the computer in class.
- Not give out personal information such as my name, address, telephone number of parents' work address and telephone number.
- Never send anyone my picture or anything else without first checking with my teacher.
- Never send an e-mail that contains inappropriate content such as bad language.
- Never access another person's e-mail or personal folders.
- Report to my teacher any messages that are mean or in any way make me feel uncomfortable.
- If I come across any information that is unsuitable or makes me feel uncomfortable I will turn off the computer screen and report it to my teacher.
- Not insert USB's, CD's, DVD's or disks into school computers from home or download files from the Internet without first asking my teacher.
- Respect all copyright laws and due recognition for information used.
- Not be involved in any online bullying with other Templeton students. *(Both inside or outside of school)*
- Not publish any pictures of myself or friends on any webpages or social networking sites without my/friends parents' permission.

I have read the Templeton Primary School appropriate use policy with my parents or guardians and discussed the contents. I understand that I need to use the school's computers in an appropriate manner in accordance with these guidelines. Failure to follow these guidelines may result in me losing my computer privileges for a period of time.

Student Name _____ Grade _____

Student Signature _____ Date _____

PARENT/GUARDIAN

Please tick the boxes that apply to your child.

School Programs

As the parent/guardian, I give permission for my child to:

- Access the Internet to support classroom programs
- Send and receive e-mail from other primary school children
- Send and receive e-mail from other people and organisations approved by the classroom teacher
- Participate in video conferencing with students from other schools.

Electronic Publishing

If published, reproduced and communicated, I understand that for privacy purposes student work will be identified using the title of the work, first name only, year level and school. No other personal information will be published, although I accept that student identity may be nevertheless apparent by association to a number of people. If a work identifies a living person other than the above-named student, I have advised the school how to contact that person to obtain their consent for work to be published.

As the parent/guardian, I give permission for work samples, photographic/video/audio recordings of the above-named student to be published on:

- The Templeton Primary School official website
- The Templeton Primary School secure Intranet for students and teachers to access at school
- The Templeton Primary School Year level Wiki Pages for students and teachers to access at school and home

Parent/Guardian Name _____

Parent/Guardian Signature _____ Date _____

If you have any questions or concerns regarding the Templeton Primary School Computer and Internet Appropriate Use Agreement, please contact Marc Crilly on 98017450