



INTERNET

POLICY



Rationale:

- The provision of Internet and online services at Winters Flat Primary School will expand the range of teaching and learning opportunities available to staff and students for the purpose of improvement in learning outcomes and effective integration within the curriculum. In educating students for a rapidly changing world it is important for them to learn how to use technology constructively and effectively.
- The purpose of this policy is to assist all school users in becoming aware of information, obligations and procedures that need to be followed to ensure its effective use.

Aims:

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

Guidelines:

- Internet and Online Services provided to students at Winters Flat Primary School will primarily be used for learning related activities and require informed parental consent and appropriate management.
- All uses of the Internet should be consistent with existing policies of the Department of Education and Training (DET).

Implementation:

- The Internet can be used by employees for personal work-related activities, provided there is no additional cost to DET or commercial gain to the staff member, and that the usage does not interfere with any other use or with work carried out for the Department.
- Each site will need to provide the resources to allow Internet usage. These will include hardware and training.
- Schools are responsible for reviewing the effectiveness of the use of the Internet when monitoring student achievement.
- All Departmental online services including Portal, email, online document storage, Intranet and Internet access must be used responsibly and in accordance with Departmental policies.
- By accessing any Departmental online services staff and students give full agreement and commitment to comply with all Departmental policies and also give consent to logging, monitoring, auditing and disclosure of your use of these services.
- Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

WINTERS FLAT PS GUIDELINES

- The use of Information Communication Technologies (ICT) will be developed as part of an overall teaching and learning program.
- Students will have access to the Internet and Online Services under teacher direction through the school's computer network. Although student use of the Internet will be of an educational nature, it is possible that they may come across material that is not in accord with school or family values. As a school we explicitly teach Internet Safety and provide students with procedures to deal with these situations, and we would also encourage parents to discuss these matters with their children.

Access Provision and Appropriate Use

- All students are required to sign an Acceptable Use Agreement (attached) and parents are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file.
- It will be each class teacher's responsibility to ensure that students are aware of the responsibilities and obligations of the Acceptable Use Agreement mentioned above.
- Students who deliberately abuse the Acceptable Use Agreement will be subjected to school disciplinary procedures that may include the loss of user privileges.
- The primary use of the Internet & Online Services is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes.
- The use of Information Communication Technologies should be fair and equitable, legal and ethical and should be consistent with existing policies of the school and DET.
- The Internet can only be accessed by students under direct supervision of staff. On no account are students to access the Internet unsupervised.
- Students and staff are required to be aware of and practice responsible copyright procedures for both print and electronic materials.
- Students are not to print without the permission of the teacher and responsible use of printers is encouraged in order to conserve resources.
- Games can only be played on school computers that have an educational purpose and with the express permission of a teacher.
- Teachers should ensure all students have returned the office form indicating the extent to which student's work or photos can be published. Absolutely nothing can appear without permission and it is advised that only first names of students be used.
- Staff are required to regularly check their email.

APPENDIX: P-3 ACCEPTABLE USE AGREEMENT 4-6 ACCEPTABLE USE AGREEMENT

Evaluation:

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

This policy was ratified by School Council

February 2015

**ICT
ACCEPTABLE USE AGREEMENT
FOR PRIMARY STUDENTS
P – 3**

- I have talked with my teacher about the on-line rules set out below when I use the Internet or a log-on account.
- I will ask the teacher first before using the school computer.
- I will not give my private password out to others.
- I will not let other people log on to my account without checking with the teacher first I will tell the teacher if I think someone is using my log-on account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use work from the internet if I have asked the teacher.
- If I download work or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

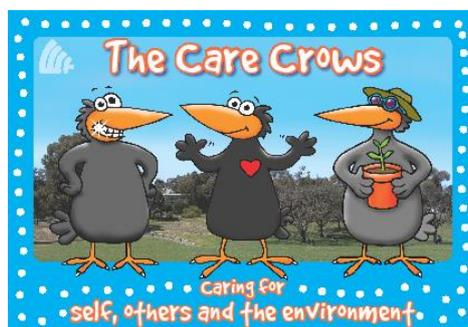
I understand that:

- If I use the internet or the log-on account in a way that I shouldn't I may not be able to use these in the future.
- I may be legally liable for misuse of the computer.

Signed

Parent signature

Office use only: Date processed: // Processed by (initials):



**ICT
ACCEPTABLE USE AGREEMENT
FOR PRIMARY STUDENTS**

4 – 6

If you use the Winters Flat Primary School computers or the online services of the Department of Education and Training (DET) you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my private password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services and / or school network accounts.
- I know that I am responsible for anything that happens when my online services or network account is used.
- I will tell my teacher if I think someone is using my online services or network account.
- I know that the school and DET and may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others without checking with my teacher first.
- I will not damage or disable the computers, computer systems or computer networks of the school, DET or any other organisation.
- I will take care when using the computer equipment and will not change the school computer settings.
- I will only download or upload material to the school network and the Internet with permission of a teacher.
- I will not illegally copy software or knowingly spread computer viruses.
- I will not use social networking sites (e.g. Facebook, My Space, Twitter etc...) at school without teacher permission.

I understand that:

- I will be held responsible for my actions while using online & school network services and for any breaches caused by allowing any other person to use my online services or network account;
- the misuse of online services and school network provisions may result in the withdrawal of access to services and other consequences dictated in DET and Winters Flat Primary School's policy;
and
- I may be held legally responsible and police may be contacted for offences committed using online services and the DET network;
- the misuse of online services may result in the withdrawal of access to services.

SignedParent signature

Office use only: Date processed: // Processed by (initials)

