



INTERNET USAGE POLICY

Definition

This policy pertains to the use of all computers and internet access at Officer Primary School. Users at the school, include students, teachers, support staff and members of school council.

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.

Aims

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

Implementation

- Our school actively supports access to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- Use of the internet at our school will be internet access filtered by DEECD. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Internet networking accounts (such as emails, blogs, wikis, google, etc) is accessed at school under teacher supervision.
- All internet users shall be responsible for notifying the Teacher/Principal of any inappropriate material so that action can be taken to block such access.
- Consequences of publishing, accessing or failing to notify the Principal of inappropriate material shall include the removal of access rights and may result in investigation by the Conduct and Ethics Branch of the Department.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- Teachers shall be responsible for making sure all work is screened for appropriateness and where applicable accuracy, grammar and spelling prior to publishing.
- Explicit teaching of cybersafety will be carried out by staff.
- The use of USB devices at school are with the understanding that random checks of content will occur to ensure only school appropriate material is stored.
- Students and parents are required to sign an Internet Usage Agreement.

Evaluation

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



Internet Usage Agreement

- The Internet Usage Agreement below details the;
 - current rules that apply to users at Officer Primary School.
 - responsibilities and rights that apply to all users of the school network and school managed internet accounts.
 - responsibilities and rights that apply to all users of the internet.
- Students all have access to the school network/internet. Each student will be provisioned with network storage to store files and images.

Internet Usage Agreement

- I understand that our school network has been set up for educational purposes and storage on the network can only be utilised for school work, not games or unrelated files.
- I will respect the privacy of others by not accessing or interfering with files and folders of other users.
- I understand that access to the internet, school network and managed internet accounts are a privilege, the continued usage must be fair and appropriate within the schools expectation.
- I will not alter the configuration or set up of any electronic devices without teacher permission.
- I will not add/remove or interfere with hardware including printers, disk drives and cameras.
- I will not add/remove or interfere with software including educational games and resources that are located on the network.
- I will act sensibly at all times when using the electronic devices by not distracting other users around me or behaving in a way that may result in damage to an electronic device.
- I will not have food or drink near any electronic device.
- I will keep the computer area neat and tidy when I leave the area.

When working on the internet/electronic account I will:

- Only work on the internet for purposes specified by my teacher.
- Not give out any identifiable information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture or pictures of others, without first checking with my teacher.
- Always have my teacher's permission before sending e-mail or accessing the internet.
- Compose e-mail messages using only language 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 report any inappropriate messages to my teacher.
- I will not use material from other websites 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, annoy or upset other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

Internet Usage Agreement

Student Agreement

- I agree to use the Internet and electronic accounts 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.
- I understand that breaches of the rules will see me lose my Internet access rights and/or online accounts for a period of time determined by my teacher and the Principal.
- I understand that I am responsible for maintaining my electronic accounts, including ensuring that my password is not distributed to other students, and logging out of my accounts.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Agreement:

- I understand the school will provide supervision whilst at school and that steps have been taken to minimise risk of exposure to unsuitable material.
- I understand that if my child accesses their electronic accounts whilst at home, I will be responsible for ensuring that they comply with the acceptable Internet usage agreement.
- I consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.
- I consent to my child corresponding with others using the internet, or accessing online accounts (eg. Studyladder, Google Apps).

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

This agreement is current for the time that my child attends Officer Primary School.