

Purpose

Students and staff will be provided with access to the Internet and Electronic Mail as a routine teaching and learning resource across the entire curriculum.

Aims

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

Implementation

1. Internet and Email Access

- Student Internet and Email access will be under teacher supervision.
- All Email accounts will be password protected and users will be responsible for clearing their mail boxes regularly.
- Generally we encourage students to participate in collaborative projects between schools rather than personal Email.
- A written agreement shall be provided to each student and their guardian, outlining mutual responsibilities in the provision of internet access through the school. This agreement will be updated regularly and signed copies will be kept on file.
- Each staff member will have their own Email account and will have Email access via Internet Explorer set up on their Notebooks or desktop computers.
- All Email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
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2. Access Right and Passwords

- Access to Internet and Email management shall be limited to the coordinator and committee.
- Restricted access shall be available to individuals for specific purposes only.
- Students and general users shall have access to their own accounts only.
- User passwords shall be revised regularly.
- Guidelines on access rights will be defined for different user levels.
- Access to the Gateway, Email and Internet Management shall be limited to the coordinator and committee.

3. Editing and Publishing

- A nominated group shall be responsible for maintaining the School Web page and ensuring that appropriate formats and hot-links are in place.
- The Internet shall not be used to reproduce copyright material.
- Each teaching level shall be responsible for maintaining web pages.
- Each class teacher and students within the class shall be responsible for maintaining class web pages.
- Each class teacher shall be responsible for ensuring that copyright material is not reproduced through email, or through the production of multiple copies of downloaded material, without written permission of the copyright owner.
- A Coordinator – shall be responsible for making sure that all work is screened for legality, accuracy, appropriateness, grammar and spelling and is approved by the Principal or the Principal's nominee, prior to publishing.

4. Confidentiality and Identification of Children and Adults by Name or Image

- Privacy of students, parents, staff and other users, be they individuals or groups, will be recognised and respected at all times.
- When identifying students only the first name (and last initial) of the student will be used eg. Jenny S from 56P.
- Teacher, parental and student written consent is required in order to publish photos or videos on the internet which may identify teachers, parents or students
- As with other forms of media, teacher, parental and student written consent is required, in some instances, to publish Teacher's work, Children's work, photos or videos on the internet.
- A written consent proforma will be used and all signed documents will be kept on file. This proforma will be updated regularly.

5. Accessing and Publishing Inappropriate Material

- All students and staff shall be responsible for notifying the coordinator of any inappropriate material so that access to that material can be removed.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.

Ratified: 2014

Review Date: 2016

Internet Access - Parent Approval Form 2014

Students and staff at Great Ryrie Primary School will be provided with internet access to the World Wide Web and Electronic Mail as a teaching and learning resource in accordance with the Victorian Essential Learning Standards.

When I use digital technologies I:

- **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means:

- ✓ never sending disrespectful, mean or bullying messages or passing them on, as this makes me part of the bullying
 - ✓ take full responsibility for my own actions when using the internet.
 - ✓ not using actions online to be mean to others (this can include leaving someone out to make them feel bad).
 - ✓ not copying someone else's work or ideas from the internet and presenting them as my own (I will include the link or reference in my work).
 - ✓ I will not respond to any messages that are offensive, or that in anyway make me feel uncomfortable. It is not my fault if I receive a message like that and, if I do, I will tell a teacher or parent right away.
 - ✓ I will ensure that email I send out shows that I am a positive ambassador for Great Ryrie Primary School and will not contain any inappropriate or offensive content.
- **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means:

- ✓ protecting my friends' information in the same way
 - ✓ protecting my password and not sharing it with others
 - ✓ only joining a space online with my parent or teacher's guidance and permission
 - ✓ never answering questions online that ask for personal information.
- **look after myself and others** by thinking about what I share online.

This means:

- ✓ never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ✓ speaking to a trusted adult if I see something that makes me feel upset or if I need help
- ✓ speaking to a trusted adult if someone is unkind to me
- ✓ speaking to a trusted adult if I know someone else is upset or scared
- ✓ stopping to think about what I post or share online
- ✓ using spaces or sites that are right for my age
- ✓ not deliberately searching for something rude or violent
- ✓ either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- ✓ being careful with the equipment I use.

My child and I understand the code of conduct and we are aware that breaking them will immediately result in their access to the Internet being removed. Depending on the nature of the breach of the rules, other disciplinary action may also apply.

Student name Grade

- I recognize the dangers for students inherent in the use of the Internet due to the breadth of material available, the risk-taking of young people and the limitations of any supervisory function and software censoring programs
- I understand that the school will endeavour to provide sufficient and appropriate supervision
- Where my child is found to breach the "Students Code Of Conduct", they will be denied further access to the Internet. The school reserves the right to determine if and when access is restored
- I have discussed the Code Of Conduct with my children in terms appropriate to their age and understanding

Please tick one of the following,

I do agree to my child using the internet at school.

I do not agree to my child using the internet at school.

Parent/Guardian Signature Date
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Student Signature Date
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