

POLICY STATEMENT**INTERNET AND EMAIL ACCESS**

PURPOSE

- To provide students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities.
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

OBJECTIVES:

- To provide clear protocols for use of the internet and email at Tecoma Primary School

GUIDELINES:

- Tecoma Primary School will actively support 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.
- Internet usage will be closely monitored.
- Staff will be responsible for assessing individual ability and teaching internet usage skills in accordance with DE&T Guidelines.
- The school will undertake to ensure that information published on the internet is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.

IMPLEMENTATION:**1. Internet and Email Access**

- The ICT Coordinator 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.
- Student Internet Access will take place under teacher supervision.
- All Staff email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- A written agreement shall be provided to each student and their parent/guardian, outlining mutual responsibilities in the provision of internet access through the school. This agreement will be updated annually and signed copies will be kept on file.

2. Access Rights and Passwords:

- Access to Internet management shall be limited to the ICT coordinator and ICT team.
- Students and general users shall have access to their own accounts only.
- User passwords shall be revised regularly.

3. Editing and Publishing:

- A small committee shall be responsible for maintaining the School Website.
- A website coordinator shall be responsible for making sure that all work is screened for accuracy, appropriateness, grammar and spelling and is approved by the Principal or Assistant Principal 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 surname initial) of the student will be used e.g. Jenny S. from PF.
- Teacher, parental and student written consent is required in order to publish photos or videos on the internet which may identify teachers, parents and students.

5. Accessing and Publishing Inappropriate Material:

- All students and staff shall be responsible for notifying the ICT 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

EVALUATION

Evaluation of this policy will be carried out by the Education Sub-committee as part of the cyclic review process, in three years time, or beforehand, if a significant issue arises.

INTERNET/EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the internet, emails and class blogs at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations I will immediately turn off the screen 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 without first checking with my teacher.
- Always have my teacher's permission before sending email.
- Compose email messages using only language I understand is acceptable in my school.
- Not download any programs onto school computers.
- Not intentionally waste limited resources, including time.
- 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.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Not damage computers by spreading viruses or changing system configurations.

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 ICT committee.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian:

I have discussed this agreement with my child and will support the school's internet/email Code of Practice.

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____