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INTERNET ACCEPTABLE USE POLICY

Rationale:

Strathmore North Primary School recognises that student instruction and student learning will change as telecommunications and other new technologies alter the ways in which information may be accessed, communicated and transferred through access to online services.

Strathmore North Primary School also recognises that electronic information research skills are required as essential knowledge for members of our society and as future employees. In responding to these changes, in line with Department of Education and Early Childhood and Development (DEECD) policy, the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources.

Access to telecommunications will enable students to explore thousands of libraries, databases, the Internet and bulletin boards while exchanging messages with people throughout the world. Strathmore North Primary School believes that the benefits to students from being able to access and retrieve information from these resources, and the opportunities this provides for collaboration far outweighs any perceived disadvantages. However, access entails responsibility and respectful use by staff, students and parents.

Aims:

2.1 To develop, implement and monitor an Internet Acceptable Use Policy, which clearly specifies an appropriate Code of Conduct for student and staff and provides guidelines for the use of computers and other telecommunication equipment.

2.2 Within a school context to ensure that users such as students and staff are safeguarded when assessing the Internet and E-mail.

2.3 To ensure that use of the Internet and E-mail within the school context meets legal requirements and standards of general practice.

Implementation:

The School will:

3.1 Develop, implement and regularly review an Internet Acceptable Use Policy, which sets clear guidelines for use of computers, internet, email and other forms of telecommunication equipment.

3.2 Develop, implement and regularly review an ICT Student Code of Conduct for students and parents as well as an ICT Staff Code of Conduct. The ICT Student Code of Conduct will be discussed within class during the first weeks of Term 1 and revisited regularly throughout the school year.

3.3 Educate students to be responsible for their appropriate behaviour when using school computers and the internet as detailed in the school's ICT Student Code of Conduct.

3.4 Require all students and their parents in Grade 3 to 6 to annually sign an **Internet Agreement Form** (Appendix I). These are to be signed to remind students and parents of their responsibilities when using the school internet, email and computers. The basis of this agreement will be discussed in class during the first weeks of each school year.

3.5 Require all parents of Grade Prep to 2 students to annually sign an **Internet Agreement Form** (Appendix II) on behalf of their child. These are to be signed to remind students and parents of their responsibilities when using the school internet, email and computers. The basis of this agreement will be discussed in class during the first weeks of each school year.

3.6 Only permit student use of the Internet under direct teacher supervision.

3.7 Provide a specific Internet Education program in which Cyber Safety will be discussed during first term of each year and revisited throughout the remaining terms. (*See Appendix III*)

3.8 **Inform the parents of Year 3 to 6 students by letter** prior to the email component of the curriculum being introduced, advising them that their child will be given a school email address and password. The specific responsibilities associated with acceptable email use will be discussed with the students at this time. Parents will be requested to strongly reinforce these at home. (*See Appendix IV*)

3.9 Implement a system where breaches of the Acceptable Use policy can be recorded. This system is placed on the school network where all teachers have access and can record breaches.

3.10 Respond strongly to students who fail to honour the Student Code of Conduct. This may incur withdrawal of their access to the Internet and/or school network as per the consequences outlined in the Internet Acceptable Use policy.

3.11 Expect the staff to provide guidance and instruction to students in the appropriate use of internet resources. Staff will be advised and trained in this area. Staff will be required to only use websites that are educationally recommended and have personally reviewed.

3.12 Undertake to ensure that information published on the Internet by students or the school under the school's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

3.12 Undertake a commitment to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet and other telecommunications.

3.13 Engage an Internet Service Provider (ISP) that ensures World Wide Web filtering, e-mail filtering, barring inappropriate websites and monitoring processes. The technician and ICT coordinator are responsible for filtering of websites in the school within the network system capabilities.

3.14 Nominate an ICT coordinator who, in consultation with the leadership team, will track emails, have access to all passwords and the ability to alter these where necessary.

4. Evaluation

4.1 The Information Communication Technology Coordinator in conjunction with staff and School Council will conduct a review of the policy biannually.