

Internet Usage Policy

Guidelines for Access to the Internet Policy Foundation to Year 6

Purpose:

Creswick North Primary 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. Use of the Internet by students will be for educational purposes only. Such access is a privilege and not a right. Access entails responsibility.

Implementation:

- MM (Multi Media) Technician and the Principal will be responsible for maintaining email access for all staff members.
- The Business Manager will be responsible for Creswick North Primary School's web page and ensuring that appropriate formats and links are in place.
- The school undertakes to ensure that information published on the Internet by students or the school under the schools name meets legal requirements and standards of general practice within the community in relation to copyright and safety.
- This policy will be approved at School Council level prior to implementation.

Accessing and Publishing Inappropriate Material:

- A censor management mechanism shall be in place for access to the Internet.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the Principal of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.

Identifying children by name or image:

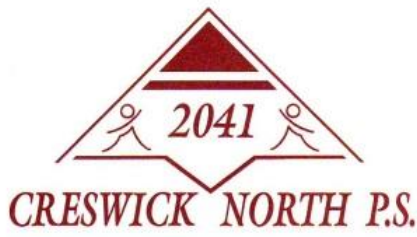
- Signed parent and student consent is required to be completed in order to publish work, photos or videos on the Internet.

Confidentiality:

· Privacy of students, parents, staff and other users either individuals or groups must be recognised and respected at all times.

Editing and Publishing:

- The committee shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
- Each class teacher and students within the class shall be responsible for maintaining ultranet pages.



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Email access:

- No student will have external email access at Creswick North Primary School.
- Each staff member will have his or her own email account.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.

Passwords and Rights to Access:

- 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.
- Students and general users shall have access to their own accounts only.
- User passwords shall be revised regularly.

Creswick North Primary School Internet Code of Practice

Student Agreement

I agree to use the Internet at Creswick North Primary School in a responsible manner for purposes stated by my teacher. I can expect that adequate supervision will be available when I am using the Internet.

- If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.
- I will not give out personal information such as my surname, address and phone number or that of my parents.
- I will not publish a picture or send a picture of myself or anyone without first checking with my teacher.
- I will always have my teacher's permission before publishing web pages.
- When publishing web pages I will only use language I understand is acceptable in my school.
- I will not publish to the Internet using material from other web sites unless I have permission from the person who created the material.

I understand that breaches of the rules will see me lose my computer use & Internet access rights for a period of time determined by my teacher and the School Principal.

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Agreement:

I agree to _____ using the Internet at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Signature _____

Parent/Guardian Name _____

Date _____

Evaluation:

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

Certification:

This policy was endorsed by School Council at the meeting held on 26 November 2015

Signed:..... Signed:.....

Principal

School Council President