INTERNET USAGE POLICY

PHILOSOPHICAL BASIS:

The internet provides students and staff 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.

GUIDELINES

1. This policy will be viewed in conjunction with the Child Safe Policy.
2. Our school actively supports access by students and staff to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
3. All students and staff at our school will have censorship filtered internet and email access. All students and staff will have individual and / or grade log on and password procedures. Such access is a privilege that infers responsibility and not simply a right to be expected.
4. Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
5. Consequences of Internet use infringements including publishing, accessing or failing to notify the Principal and DET technician of inappropriate material shall include the removal of access rights.
6. Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students on the internet, only the student's first name and surname initial will be used
7. All staff are responsible for ensuring that only those students with a signed parent agreement Yr2 – Yr6 are permitted to gain access to the internet, or to publish work, photos or videos on the internet. Usage will comply with DET and school policy.
8. The principal and *Digital Technologies Leader* will liaise with staff and the technical support team to manage all email access, maintenance of the school's web site, web filters and all other issues related to internet access by students.
9. The school undertakes to ensure that information published on the Internet by students or the school is of a high standard. It will ~~and~~ meets legal and ethical requirements and standards of general practice within the community in relation to copyright, safety and decency.
10. Students' email access will be through a class mailbox under teacher supervision.
11. Students working in another teacher's classroom are not permitted to use the internet, including book marked sites, unless supervised closely. A class teacher is directly responsible for supervising internet access for his/her students.
12. On wet and extremely hot days when alternate weather timetables are enacted and before school, students are not permitted to use the internet. Computers can only be used for completion of learning tasks set by class teachers.
13. All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.

14. All staff shall be responsible for notifying the Principal and DET technician of any inappropriate material so that access can be blocked.

15. Teachers will be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.

16. Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.

17. All staff and students will be responsible for protecting the integrity of their usernames and passwords.

FURTHER INFORMATION AND RESOURCES

Child Safe policy
Digital Technologies Policy

DET Acceptable use policy for ICT resources
https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx

Reviewed: November 2017
School Council: November 2017
Responsibility: Digital Technologies Team