Olinda Primary School

Internet

2017

Principal: Cornelia Sheeran

School Council President: Sharryn Veto

Date Approved	April 2017
Approved By	School Council
Next Review Date	April 2020
Responsible for Review	Principal
References	Victorian Government Schools Policy and Advisory Guide

OLINDA PRIMARY SCHOOL
INTERNET USAGE
2017

School Context

Olinda Primary School provides an iPad and a computer for each student, which is integrated into all learning areas.

Rationale

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Aims

This policy aims to:
- improve student learning outcomes by increasing access to worldwide information
- develop skills in discriminate and appropriate internet usage

Procedure

- Olinda PS actively supports 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.
- All students and staff at Olinda PS will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The Principal 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.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be through the school mailbox and only under teacher supervision.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- 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 technician 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.
- Signed parent and student consent (see below) is required to be completed to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

- Personal internet usage will not be available to students.
- Teacher/student discussions about student internet usage and cyber safety will occur throughout the year.

Links and Appendices

Resources/Links which are connected with this policy are:
- http://www.sofweb.vic.edu.au/toolkit/
- http://www.sofweb.vic.edu.au/internet/safety.htm

Appendices which are connected with this policy are:
- Appendix A: Internet / Email Code of Practice

Evaluation

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Appendix A- Internet / Email Code of Practice

Student Agreement

I agree to use the Internet, software, email and digital learning tools 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.

At all times I agree to:
- Keep myself and my friends safe, by not giving out personal details such as full names, addresses, telephone numbers, passwords or parents' work address/telephone numbers.
- Never send a person my picture without first checking with my teacher.
- 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.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- Not bring or download unauthorized programs, including games, to school or run them on school computers.
- Not go looking for rude or offensive sites.
- Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures.
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions. I should not copy and paste the information as my own answer.
- Always have my teacher's supervision and permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Talk to my teacher or another adult if:
  - I am not sure what I should be doing on the internet.
  - I come across sites which are not suitable for our school.
  - Someone writes something I don't like, or makes me feel uncomfortable, or asks for private information or if I or my friends feel threatened by online activities.

I acknowledge and agree to follow these rules. 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 Principal.

Student Name:	Date:
Student Signature:	

Parent/Guardian Agreement

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I agree to the Student Agreement and give permission for my child to:
- use the Internet at school for classroom programs and educational purposes

	Y or N
Have their first name published on the school website to identify written work or artwork	
Have their unnamed photo published on the school website	
Appear (first name only) in print and/or photograph in newspapers, publications and promotional material	
Corresponding with others, using email when supervised by teaching staff	

Parent Name:	Date:
Parent Signature:	