

**ACCEPTABLE INTERNET USE**

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**Rationale**

- The use of Information and Communication Technologies encompasses almost every aspect of the teaching and learning environment. It is recognised that student instruction and learning will change as new technologies alter the ways information may be accessed, communicated and transferred through access to on-line services.
- It is also recognised that electronic information research skills are now required as essential knowledge for members of our society and as future employees. Access to the Internet will enable students to access and retrieve information from a wide range of resources. Access is a privilege, not a right and it includes responsibility which will be exercised in a manner consistent with the Christian ethos of the College.

**Aims**

- The school network is provided for staff and students to conduct research and communicate with others.
- To promote safe and responsible access to a wide range of resources.
- To improve student learning outcomes through access to world-wide information.
- To develop skills in discriminate and appropriate Internet and computer usage.

**Implementation**

- The Principal/HOS, ICT Coordinator and the ICT team will be responsible for decisions regarding Internet Usage and Maintenance.
- A content filtering system is in place which allows for the screening of Internet sites.
- Prior to introducing a specific website into the school curriculum, the proposed website will be scrutinised and approved by the teacher/s involved.
- In scrutinising a website, the following considerations should be taken into account:
  - The visual imagery on the website (both the homepage, and subsequent sections that are easily accessible);
  - The language used on the website (both the homepage, and subsequent sections that are easily accessible);
  - The name of the website (e.g. is it easily misspelt, leading to another inappropriate website?);
  - Does the website make available any inappropriate links?
  - Does the website contain any inappropriate advertising?
  - Is the website age appropriate for the students to whom it will be directed?
- .In instances where students are required to search the Internet, they will be monitored and required to exercise discretion.
- All students will be responsible for immediately notifying their teacher of any inappropriate material.
- All staff will be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Students will only access the Internet when a teacher is present. Students will only be able to download a file under the direct supervision of teaching staff.
- Where students are given access to email it will only be under supervision and on the school Intranet. Students must be polite and use appropriate language at all times when using email facilities.

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- Parents and students of level 3 and upwards are required to sign and return a student code of conduct in order to gain access to the Internet at the College (See Student Code of Practice).
  - Consequences for engaging in intentional misuse or intentionally accessing, publishing or failing to notify their class teacher of inappropriate material will be immediate suspension from school access to school computers, the Internet and E-mail facilities for a period determined by the ICT Coordinator in consultation with the Principal/Head of School and Classroom teacher.
  - All staff, including specialist and casual relief teachers, will be made aware of any child who receives a suspension from a school computer and/or Internet.
  - ICT technicians and the coordinator have access to all user account directories and data, e-mail, personal web pages, and any other files stored on system servers.
  - Any student material published on the web will be the responsibility of the ICT team. According to the purpose of the task they will ensure it is screened for accuracy of information, appropriateness, grammar and spelling prior to publishing. Where students work will be published on a public domain, parent / guardian consent will be required for each student.
  - No article, artwork or image will be published by the school or its students without an acknowledgment of the original author/creator. The school will abide by all copyright requirements in this regard.
  - Student Access will not be granted to social networking sites e.g. Facebook, My Space at the College

### ***The Role of Students***

- Students are responsible for appropriate behaviour on school computer networks as detailed in the School Student Code of Practice relating to Internet use. General school rules for student behaviour, conduct and standards of communication apply, as the Internet is a public facility.
- Individual users of the school computer network are responsible for their behaviour and communications over the network. It is expected that users will comply with school standards and honour the agreements they have signed.
- Students who fail to honour their Code of Practice may incur the withdrawal of their access to the Internet and/or school network for a period determined by the ICT Coordinator in consultation with the Principal/Head of School and Classroom teacher. Escalating consequences will be put in place for ongoing issues.

### ***Student Code of Conduct***

- All Level 1 and 2 students are expected to have their parent or guardian sign on their behalf a Code of Practice for access to the Internet on an annual basis.
- All other students are expected to sign, and have their parent or guardian counter sign a Code of Practice for access to the Internet on an annual basis.
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### ***The Role of Parents***

- Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow for home usage of media and information resources.
- The school expects that parents will support the standards in accordance with the Student Code of Practice and other general policies.

### ***The Role of the Staff***

- Staff will provide guidance and instruction to students in the appropriate use of resources on the Internet. Teachers will oversee their class's use of the Internet and direct them to appropriate sites.
- Teachers will ensure that safe procedures have been explained to all students prior to Internet usage. This will include staff guiding students accessing information to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

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### ***The Role of the School***

- The school undertakes a commitment to implement and uphold the Internet Usage Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students.
- The school undertakes to ensure that any 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.

### ***Undesirable Content Procedure***

1. If inappropriate material appears the children are to turn off the monitor immediately.
2. All students will be responsible for immediately notifying their teacher of any inappropriate material.
3. All staff will be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
4. The coordinator is responsible for ensuring that the site is blocked and will inform the Principal/HOS and other staff.
5. Parents are to be informed as soon as is practicable of any child's exposure to an inappropriate site.
6. An investigation will be conducted to ensure all facts are known and appropriate steps have been followed. (See Policy 8.1.3).
7. Support will be offered to students and families.

### ***Review***

- The technician will monitor the use of Internet access through the student cache.
- Classroom teachers ensure the Student Code of Practice forms are signed and returned.
- Classroom teachers are to monitor student compliance with the Student Code of Practice.

### ***Evaluation***

- This Policy will be reviewed as part of the College's five-year review cycle.

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