



SCHOOL INTERNET ACCEPTABLE USE POLICY

RATIONALE

The use of the Internet is seen to be a valuable tool in the research of curriculum topics at school. Through the development of this new technology the opportunity for the staff and students to access up-to-date information, to visit places of interest and to communicate with other people from all around the world, is unparalleled. Access to this technology is seen as a necessary step in preparing the children for the future, where such technology may be an integral part of everyday life.

There are risks involved in this technology. Issues related to the varied content of the Internet and privacy and confidentiality of electronic communication, raise concerns for the safety of the students when accessing such resources. Other issues such as electronic viruses, wastage of resources through fruitless searches and other distractions, are also causes for concern.

Therefore, guidelines must be put into place to protect all users from the risks involved whilst still providing access to a resource which can greatly enhance student learning outcomes.

GUIDELINES

1. Internet access and electronic mail (e-mail) access are provided to staff and students for officially approved purposes only.
2. Staff and students must comply with all laws, regulations and guidelines set down by Education Queensland and Heatley State Primary School. This includes respect for the rights of the owners of the material published on the Internet or attached to an e-mail.
3. Internet and e-mail usage must be able to survive public scrutiny and/ or disclosure. Unauthorised accessing, transmitting or storing of material that might bring the public service or school into disrepute is prohibited.
4. Staff and students must not use the Internet or e-mail in a way which could defame, harass, abuse or otherwise offend other Internet and e-mail users, individuals or organisations.
5. Staff and students must not create or distribute any form of malicious or deleterious material via the Internet or e-mail.
6. Staff and students must not attempt to obscure the origin of any message or download material under an assumed Internet address or otherwise disguise their user identity.
7. Staff and students must not knowingly obtain unauthorised access to information and must not damage, delete, insert or otherwise alter such information with malicious intent.
8. Staff and students may be called upon to explain their usage of the Internet, e-mail or electronic storage files. Staff and students use of the Internet, e-mail or electronic storage of material will be monitored by various agencies.
9. Electronic messages and files may be subject to record keeping, archiving, freedom of information and audit requirements.
10. Inappropriate use of the Internet, e-mail and electronic facilities will incur consequences at a school level but may involve other outside agencies, dependant on the breach itself.

PROCEDURES

1. All staff and students must be familiar with the Internet Acceptable Use Policy and the Internet Acceptable Use Agreement.
2. All staff and students must be made aware of the benefits and the risks involved of the Internet and e-mails.
3. All staff and students must be made aware of the consequences that will be imposed in the event of misuse of the Internet, e-mail and electronic file facilities.
4. Students and staff, prior to accessing the Internet and e-mail facilities must complete an Internet Access Agreement (appendices 1 & 2). Without the completed, signed agreement, no access to the Internet and e-mail facilities will be provided to the individual.



Heatley State Primary School **ICT USE AGREEMENT**

(Network, General Hardware, Internet and Email Use)

Students

I, _____ of Gr _____, understand that the use of Information and Communication Technology (ICT) resources at Heatley State Primary School is a privilege, which involves the acceptance of certain responsibilities.

I understand and agree to the following:

1. ICT includes computers, iPads, printers, scanners, digital cameras, data projectors, Internet and email facilities, and other associated electronic and mechanical hardware and software.
2. I will not use ICT resources to access, copy or distribute any material that is controversial, inappropriate or offensive.
3. I will use ICT resources only for appropriate, educational learning tasks.
4. I will not be involved with any electronic or physical vandalism.
5. I will not reveal my personal address or phone number, or those of others, in any electronic communications.
6. I will maintain the security of the Internet and network facilities by not revealing my secret password to anyone.
7. I will not use unauthorised disks, CDs or USBs on school computers.
8. I accept that breaching this agreement will result in me losing access to ICT resources temporarily or permanently, depending on the seriousness of the offence. For more serious matters, further disciplinary action may be taken.

Signature of Student _____

Parents/Guardians

1. I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world, that the school cannot control what is on the computers and that a very small part of that information is illegal, dangerous or offensive.
2. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.
3. I understand that my child's computer files and Internet and email usage will be checked by the system administrator.
4. I believe my child understands this responsibility, and hereby give permission for him/her to access the Internet under the school's Acceptable Use Agreement. I understand that students breaking this Agreement will be subject to appropriate action by the school. This may include loss of Internet/network access for some predetermined time or more serious consequences such as suspension.

Signature of Parent/Guardian _____ Date _____
