



# Unanderra Public School

## INTERNET ACCEPTABLE USAGE POLICY

*February 2016*

### **Introduction**

The role that the internet plays as a teaching and learning tool is increasing and the whole school community needs to adopt practices which will make the internet an appropriate and effective tool for all users.

### **Belief**

Unanderra Public School believes that the internet is a rich resource for gaining, sharing and communicating information which will support the learning of our school community. The use of the internet complements the more traditional information sources.

### **The Value of the internet**

- It extends teaching and learning beyond the classroom
- It provides access to global information sources
- It allows communication with users across the world
- It provides opportunities for students to develop competencies in information handling and communication
- It promotes confidence in using various computer based technologies
- It gives opportunities for students to evaluate and verify a wide range of information and ideas
- Its use can assist in the development of literacy and critical thinking skills.

### **Rationale for policy development**

A policy on access to the internet, relating to all users, will encourage the safe management and effective use of the internet. Such a policy will provide a code of behaviours so that appropriate and proper use of the internet is clear.

## **Strategies to ensure that the use of the internet is safe and effective**

### ***The safety and privacy of students, staff and other internet users***

- Unanderra Public School will not provide identifying data or other information that describes a personal situation or location of any member of the school community
- Written permission will be obtained from parents or caregivers before photographs are published. Identifying data will not be supplied with photographs
- The NSW Department of Education (DoE) manages access by students and staff to the internet and administers user accounts
- This Unanderra Policy is underpinned by the DoE Policy – Online Communication Services: Acceptable usage for school students.

### **Establishment of an internet Code of Behaviour for use by students which clearly identifies the consequence of breaches**

It is the school's policy that **ALL** internet access is to be for educational purposes only.

#### ***Students will:***

- Use only their personal e-learning account
- Use their internet and email accounts for educational purposes only
- Keep passwords secure
- Use only passwords that are not obvious or easily guessed
- Will close all windows and log off after use
- Say NO to using the computer to find, read or send anything rude, scary or unkind
- Go to a responsible adult and tell them if they receive anything that makes them feel uncomfortable
- Value and take care of all technology in the school
- Co-sign a contract with their parent/carer to agree to abide by the school internet policy

#### ***Students will not:***

- Reveal personal information about themselves or others e.g. telephone numbers
- Publish the email address of another person without their permission

***Students will be aware that:***

- Any material accessed and used from the internet will be acknowledged and copyright respected
- They are held responsible if they allow others to use their e-learning account.
- The misuse of internet or email services will result in disciplinary action which includes, but is not limited to, the withdrawal of access to services
- This policy is supported by the school's Student Welfare and Discipline Policy and the Anti-Bullying Policy

**Transmission or receipt of inappropriate internet material**

Access to internet services is given under teacher supervision but this supervision may not always be direct.

While using internet or email services students will ensure that they do not transmit or deliberately access material which

- may be harmful emotionally or physically
- is in bad taste
- is disrespectful or abusive

If any inappropriate site or material is displayed on a computer, the student should immediately minimise or turn off the screen and quietly report it to a teacher. Similarly, any email that causes the student to feel uncomfortable should be reported. The relevant DoE guidelines will be followed to deal with any such inappropriate material.

Staff users of email and online services are aware that seeking out, accessing or sending any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature is prohibited and may result in disciplinary action. If they receive any offensive material, they should notify the principal who will assess the material and take appropriate action.

**Equity of access to the internet**

All students with parental permission will be given the opportunity to use the internet as part of their classroom studies where appropriate.

## **Strategies for the effective and secure management of the school's computer management**

A user identification and authentication system is administered by the DoE to ensure only authorised users have access to computer networks, internet and email services. Unanderra Public School oversees the maintenance of the user accounts and passwords via the DoE IT Services.

In order to maintain a safe and appropriate environment for students, automatic filtering of sites is provided by the DoE at the service provider level. Known undesirable sites are prevented from being accessed by all users.

The school network is equipped with anti-virus software. Students must gain teacher approval before downloading software, screensavers and other files not essential to browsing the internet. Files of any kind will not be brought from outside the school and loaded onto computers without teacher approval.

### **Copyright Issues**

Copyright is an issue of particular concern with the internet. Students need to be aware that all types of creative work, including their own, are protected by copyright. Students will be taught, at their level of understanding, that legislation applies relating to the rights of others, their intellectual property and commercial activities. They will also discuss the ethical question of copying other people's work.

Students need to understand that material used from the internet must be acknowledged unless the original author has declared it to be copyright free. Students preferably should use information or ideas obtained from the internet as the basis for their original work.



## Internet and Email Policy

### Rules for internet usage at Unanderra Public School

***Students will:***

- Use only their personal e-learning account
- Use their internet and email accounts for educational purposes only
- Keep passwords secure
- Use only passwords that are not obvious or easily guessed
- Will close all windows and log off after use
- Say NO to using the computer to find, read or send anything rude, scary or unkind
- Go to a responsible adult and tell them if they receive anything that makes them feel uncomfortable
- Value and take care of all technology in the school
- Co-sign a contract with their parent/carer to agree to abide by the school internet access policy

***Students will not:***

- Reveal personal information about themselves or others e.g. telephone numbers
- Publish the email address of another person without their permission

***Students will be aware that:***

- Any material accessed and used from the internet will be acknowledged and copyright respected
- They are held responsible if they allow others to use their e-learning account
- The misuse of internet or email services will result in disciplinary action which includes, but is not limited to, the withdrawal of access to services

This policy is supported by the school's Student Welfare and Discipline Policy and the Anti-Bullying Policy