



## Computer & Internet Use Policy

### Rationale

The internet provides staff and students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide, to increase skills, knowledge and abilities. The Department of Education and Early Childhood Development's (DEECD's) ICT systems must be safely, properly and efficiently used.

### Aims

The purpose of this Policy is to ensure:

- safe and suitable access to the Internet, email, and computer software for educational purposes; and
- that all use of the DEECD's Information, Communications and Technology (ICT) systems is legal, ethical and consistent with the aims, values and objectives of DEECD.

### Implementation

This policy should be read in conjunction with the Acceptable Use Policy for the Department of Education and Early Childhood Development's Information, Communications and Technology (ICT) Systems:

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>.

- Staff and students will adhere to the above DEECD Acceptable Use Policy.
- An ICT coordinator will be appointed, and will work with the principal to liaise with other staff and technical support personnel, to manage all email access, web filters, and other issues related to Internet access by staff and 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.
- Teachers will be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing on the school's website.
- Guidelines for access rights will be defined for different user levels. Restricted access will be available to guest users for specific purposes only.
- All staff and students will be responsible for notifying the ICT coordinator (staff) or their teacher (student) of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material will include the removal of access rights.
- The consequences of inappropriate use of emailing and Internet facilities will result in disciplinary action in line with DEECD guidelines.

- 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 and last initial will be used.
- Students must be supervised by a teacher when using the Internet or emailing facilities at school.
- Signed parent and student consent is required (see Appendices A & B, below) in order to gain access to the Internet, or to publish work, photos or videos on the Internet.

### **Evaluation**

This policy will be reviewed annually, or more often if necessary, due to changes in regulations or circumstances, or if a significant issue arises.

<b>Date Implemented</b>	1 July, 2014
<b>Approved By</b>	Briar Hill Primary School Council
<b>Approval Authority (Signature &amp; Date)</b>	Lisa Watson, School Council President Wednesday, 13 August
<b>Responsible for Review</b>	Principal
<b>Review Date</b>	July, 2015

## Appendix A: Briar Hill Primary School - Student Computer Use Agreement

Access to computers and the Internet is provided for the purposes of learning and educational research. The purpose of this agreement is to ensure the rules for appropriate use of these facilities are followed.

Students and parents are asked to carefully read and then sign the following agreement:

1. I agree to follow my teacher's instructions regarding the use of computers and activities on the Internet.
2. I will only access my own files under my individual logon and will not access the files of other students.
3. I will not give out information such as my surname, address, telephone number, or parents' work address or telephone number.
4. I will never give another person my password/s.
5. I will never send a person my picture without first checking with my teacher.
6. I will always have my teacher's permission before sending email at school.
7. I will compose email messages using only language I understand is acceptable in my school.
8. I will respect the email privacy of my fellow students.
9. I will not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
10. I will not download files from the Internet without the permission of my teacher.
11. I will not use material from websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
12. I will not use the Internet to frighten, annoy or cyberbully people.
13. I will follow school guidelines and procedures when preparing materials for publication on the Internet.
14. I will not use the computers during recess, lunch recess or when wet day timetables are operating, unless I have specific permission from my teacher.
15. I will ensure that the use of computers at Briar Hill Primary School shows that I am a positive ambassador for the school and the published work will not contain any inappropriate or offensive content.

I have read the Briar Hill Primary School Student Computer Use Agreement with my parents or carer, and we have discussed its contents.

I understand that I need to use the computers in a responsible and appropriate manner.

Breaking any of the rules listed above will lead to immediate removal of access to the computers for an agreed period of time.

**Name of student** .....  
(Please print)

**Signature of student** .....

**Date** .....

## Appendix B: Briar Hill Primary School - Parent Computer Use Agreement

I consent to my child using computers and the Internet at school, for educational purposes, in accordance with the DEECD's *Acceptable Use Policy for Information, Communications and Technology (ICT)*, and the Student Agreement above.

I understand that my consent is continuous, until my child leaves Briar Hill Primary School, and that this consent may only be withdrawn with my specific authorisation, in writing.

I understand the school will provide adequate supervision, and that steps have been taken to minimise risk of exposure to unsuitable material.

**Please complete Parts A, B & C of the form, below, then sign and return it to the school.**

Please tick only one box in each part.

### PART A

- I consent to my child having their first name (last initial) published on the school website.  
*or*  
 I do not consent to my child having their first name (last initial) published on the school website.

### PART B

- I consent to my child having their photo published on the school website.  
*or*  
 I do not consent to my child having their photo published on the school website.

### PART C

- I consent to my child corresponding with others, using email.  
*or*  
 I do not consent to my child corresponding with others, using email.

Name of student .....  
*(Please print)*

Name of parent .....  
*(Please print)*

Signature of parent / carer .....

Date .....