



Note: This policy is to be read in conjunction with our Information Technology Policy and Internet/Intranet/Email Code of Practice

RATIONALE

The Internet is an important learning tool and students should be able to use it safely at school. At Kalinda Primary School we see the Internet as a valuable tool within our curriculum. Staff and students can access the World Wide Web and email, via a local area network connecting staff and student.

AIMS

The Internet is a global network that connects computers and users around the world. It provides school communities with enhanced opportunities to communicate, collaborate and research. The Internet brings together a huge array of resources suitable for education. Students at Kalinda Primary School will have access to internet sites vetted for safety.

The Intranet is an internal is an internal communication network offering use of email and web pages, only accessible from within the school.

IMPLEMENTATION

Accessing and Publishing Material: Wikis, Blogs, Podcasting, etc.

- Students shall only access computers and Internet sites under the directives of a teacher.
- The Internet /Email Code of Practice signed at the beginning of the year remain effective for the school year.
- Consequences of publishing, accessing or failing to notify the teacher of inappropriate material shall include the removal of access rights.
- All staff shall be responsible for notifying the co-ordinator of Information and Learning Technologies of any inappropriate material.
- The Paper Cut program will be used to monitor appropriate usage.

CONFIDENTIALITY

- Teacher, parental and student written consent is required to publish teacher's and student's work, photos or videos on the Internet, newsletter, emailed items, newspapers, school website etc.
- A written consent proforma will be used and all signed documents will be kept on file.
- When identifying students, only the first name of the student will be used. eg. John from Grade J.
- Privacy of students, parents, staff and other users, be they individuals or groups, must be recognised and respected at all times.
- Students Email access will be through a class mail box system, under teacher supervision.
- Older students will be introduced to the use of individual email accounts when appropriate.
- Students will not have access to Email via Netscape.
- Each staff member will have their own Email account via Edumail.
- All Email accounts will be password protected and users will be responsible for clearing their mail boxes regularly.
- Guidelines on access rights will be defined for different user levels.
- Access to the Gateway, Email and Internet Management shall be limited to the co-ordinator and approved personnel.
- Restricted access shall be available to individuals for specific purposes only.
- Students and general users shall have access to their own accounts only.
- User passwords shall be used by all members of the school.

EVALUATION

This policy will be reviewed annually in conjunction with the Information Technology Program policy.

This policy was ratified by School Council December, 2007.