



INTERNET/EMAIL USAGE
STUDENT AGREEMENT

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher. When working on the Internet I will:

- Only work on the web for purposes specified by my teacher
- Not download any programs/games or install them on the school computer
- Not give out information such as my surname, address, email address, telephone no., or parent's work address/telephone no.
- Not to register my name on any websites unless specified by my teacher
- Never send a person my picture without first checking with my teacher
- Always have my teacher's permission before sending email
- Compose email messages using only language I understand is acceptable in my school
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher
- Not use the internet to frighten or annoy other people
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Internet/email committee.

Student Name: _____

Student Signature: _____ Date: _____

For parents of Grades Prep to 2 you may sign on behalf of your child and please discuss this agreement with them before signing.

For Grades 3 to 6 – the students must sign this section.

This agreement will be discussed in the classrooms at the beginning of each year.

Parent/Guardian Agreement

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

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

Parent/Guardian Signature: _____

Parent/Guardian Name: _____ Date: _____

Thank you for taking the time to complete this permission form. This form, when signed, will remain effective for the current year. . The policy guidelines for access to the Internet and Email are on the reverse side of this form.



KALINDA PRIMARY SCHOOL No. 5121

Policy: INTERNET, INTRANET & EMAIL ACCESS

Reviewed: 2007

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 communication network offering use of email and web pages, only accessible from within the school.

GUIDELINES

ACCESSING AND PUBLISHING INAPPROPRIATE MATERIAL:

- 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.

IDENTIFYING STUDENTS BY NAME OR IMAGE

- Teacher, parental and student written consent is required to publish teacher's and student's work, photos or videos on the Internet.
- 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.

CONFIDENTIALITY

- Privacy of students, parents, staff and other users, be they individuals or groups, must be recognised and respected at all times.

EDITING

- The ICT co-ordinator shall form a small committee of staff responsible for maintaining the School Web.
- A co-ordinator of the School Web Page shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling.
- Each class teacher and students within the class shall be responsible for maintaining the class Internet web page.

EMAIL ACCESS

- Students Email access will be through a class mail box system, under teacher supervision.
- 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.

PASSWORDS AND RIGHTS TO ACCESS

- 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 as part of the school's three-year review cycle.

This policy was ratified by School Council December, 2007.