



Saint Monica's Primary School
Kangaroo Flat
2016

INTERNET AND EMAIL ACCEPTABLE USE POLICY

Rationale:

The Internet is a valuable resource that reaches throughout the world. The Internet allows us to communicate and access educational information that would usually be unreachable within our school setting as well as create educational content

The purpose of this policy is to provide a set of rules so that this resource is used in an appropriate manner that is clearly outlined for the students, parents, visitors and teachers of our school community.

At Saint Monica's Kangaroo Flat we have an Internet connection for the whole school as part of a Victorian Wide Area Network. Access to the Internet, by the students, will be supervised by the teachers and is intended for educational purposes only.

Our Internet provider, SINA, has many filters that filter out inappropriate material that is on the Internet. At the school level we also have the power to filter out any material that we feel is inappropriate, or add relevant educational material,

Students will be taught about Internet safety and the importance of not giving out personal details to others within e-mails and Internet transmissions. If there are websites that have educational merit where such details are required a separate permission form will be sent to the parents.

The level of access to the Internet provided to the users within the school will vary according to the educational purpose of the task(s) set by the teacher(s).

AUSVELs Context

The Information and Communications Technology domain in AusVELS uses an eleven level structure to both reflect the design of the new Australian Curriculum and to provide a consistent structure across all the AusVELS domains

Standards in the Information and Communications Technology domain are organised in three dimensions.

- *ICT for visualising thinking*
- *ICT for creating*
- *ICT for communicating.*

In Information and Communications Technology, standards for assessing and reporting on student achievement are introduced at Level 1. The learning focus statements for **Foundation** provide advice about learning experiences that will assist students to work towards the achievement of the standards at Level 2.

At **Level 2**, students manipulate text, images and numeric data to create simple information products for specific audiences. They make simple changes to improve the appearance of their information products. They retrieve files and save new files using a naming system that is meaningful to them. They compose simple electronic messages to known recipients and send them successfully. With some assistance, students use ICT to locate and retrieve relevant information from a variety of sources.

At **Level 4** learning is split across 3 domains as students move towards Level 6 .

ICT for visualising thinking

At Level 4, students use ICT tools to list ideas, order them into logical sequences, and identify relationships between them. Students retrieve their saved visualising thinking strategies and edit them for use in new, but similar situations. They explain how these strategies can be used for different problems or situations.

ICT for creating

At Level 4, students organise their files into folders classified in a way that is meaningful to them. Students explain the purpose of passwords for accessing files stored on networks. They follow simple plans and use tools and a range of data types to create information products designed to inform, persuade, entertain or educate particular audiences. They create information products to assist in problem solving in all areas of the curriculum. With minimal assistance, students use ICT tools to capture and save images. They use simple editing functions to manipulate the images for use in their products.

They make ongoing modifications to their work to correct the spelling of frequently used words and to rectify simple formatting errors. They evaluate the final information product and describe how well it meets its purpose. Students make adjustments to their equipment and apply techniques that are ergonomically sound.

ICT for communicating

At Level 4, students initiate and compose email messages to known and unknown audiences and, where appropriate, send replies. Students create folders in their mailbox to organise the storage of email messages they wish to keep. They locate information on an intranet, and use a recommended search engine and limited key words to locate information from websites. They develop and apply simple criteria to evaluate the value of the located information.

Internet usage is a part of the student's curriculum, particularly with email and web searching. It also expects students to save and collect files (data) to protected online spaces.

The Internet Service

Our service provider, SINA, provides Saint Monica's Kangaroo Flat with the following services:

1. WORLD WIDE WEB (WWW).

SINA provides filtered World Wide Web (www) access to the school. Students from grades 3 to 6 will have access via individual internet accounts.

2. E-MAIL .

SINA provides e-mail access to the school. Students from grades 3 to 6 will have access via individual internet accounts.

3. INTERNET/ EMAIL LOGS

SINA keeps logs of all traffic and usage on school internet and email usage. It also keeps track of downloads and uploads.

All Internet activity (Staff, admin and student) can be monitored by the school*

1. EDUCACHE AND WORLD WIDE WEB (WWW).

1.STUDENTS.

Students from grades Prep to 6 will have access to the Education Channel via an individual account.

will have access to the internet via an individual account.

2.STAFF AND ADMIN MEMBERS.

All staff and admin members of the school will have access to the Internet via an individual account.

Staff members will only use the internet for educational purposes whilst the students are in their care

Beyond the school teachers will frame their account usage within an educational context

Staff members are able to use the Internet for personal use providing the ethos and ethics of the school are not breached

School related use of the Internet will have priority over personal use of the Internet

Staff members will communicate with students/school families/ school community within the boundaries of the principles of the teacher code of conduct as established by Victorian Institute of Teaching.

3.VISITORS.

A visitor, includes the following people

Student teachers

CEO personnel

Casual Relief Teacher (CRT)

Visitors will be given access to the Internet on request via the Principal

CEO staff members will have access via an individual account

Visitors will have the same access as staff and will be informed of their access privileges before Internet access is granted.

Students, staff, visitors and admin members can access these services from home. The filtering system that is in place at school is **not** in effect when accessing this site from home via another Internet provider.

***The school SINA administrator/CEO does have the capacity to monitor all Internet activity via the SINA suite of logging software named SINA.**

The following tables outline the acceptable and unacceptable use for all users within the school.

STUDENTS:

Acceptable use:	Unacceptable use:
<p>Students from accessing the www (with parental permission) via an individual account</p> <p>Internet use includes and is not limited to the following:</p> <ul style="list-style-type: none">Curriculum related information and resourcesResearchPersonal interest, after consultation with the teacher. <p>Before students have access to an individual Internet/Email account they will complete a safety guidelines unit which will include signing an acceptable use contract.</p> <p>Immediately follow the guidelines below if inappropriate information is accessed:</p> <ul style="list-style-type: none">Switch off or close the device lid, or place facedownNotify the teacherTeacher notifies the SINA administrator. <p>For the SINA administrator to access the users individual/class internet account</p> <p>For the SINA administrator to pass on the user name and password to a third party to fix Internet problems.</p> <p>For the SINA Administrator to reset passwords when needed</p>	<p>Accessing (by breaching security) Internet accounts that belong to other users within the school.</p> <p>Knowingly accessing websites with pornographic materials or those, which promote or encourage racism or intolerance.</p> <p>Students accessing chat rooms – unless in an educational context and with permission for their teacher.</p> <p>Students accessing/using free mail accounts eg: hotmail</p> <p>Students replying to advertisements over the Internet – unless in an educational context and with permission for their teacher.</p> <p>Bullying students electronically</p> <p>Video, image and music sharing.</p>

STAFF MEMBERS:

Acceptable use:	Unacceptable use:
<p>Internet use includes and is not limited to the following:</p> <ul style="list-style-type: none">Curriculum related information and resourcesPlanning purposesStudent welfare and pastoral issuesProfessional and educational issuesInter school and external communication with work colleaguesEmployment related information. <p>Personal use, which includes and is not limited to the following:</p> <ul style="list-style-type: none">Recreational surfingPersonal interests <p>For the SINA administrator to access the users individual/class Internet account with permission.</p> <p>For the SINA administrator to pass on the user name and password to a third party to fix internet problems.</p>	<p>Accessing (by breaching security) Internet accounts that belong to other users within the school.</p> <p>Knowingly accessing websites with pornographic materials or those, which promote or encourage racism or intolerance.</p> <p>Movie and music sharing sites</p> <p>Where usage is in contradiction to the VIT Code of Conduct</p> <p>Use of social networking site/s using personal accounts to communicate without a valid educational context</p> <p>Accessing the Internet for personal use</p> <ul style="list-style-type: none">During school time, which includes planning and other release blocks.During the high demands of the school year ie: School report timesWhilst there are users waiting to use the devices for curriculum related work.

VISITORS are expected to adhere to the same acceptable and unacceptable use criteria as staff of Saint Monica's Primary School.

4. E-MAIL ACCOUNTS.

All Internet activity (Staff, admin and student) can be monitored by the school*

4.1. STUDENTS.

Students from grades P-2 will not have access to individual email accounts

Students from grades 3-6 will have access to individual email accounts

4.2. STAFF AND ADMIN MEMBERS.

All teachers and admin staff at the school will have access to an individual e-mail account.

4.3. VISITORS.

A visitor, includes the following people

Student teachers

CEO personnel

Casual Relief Teacher (CRT)

Volunteers

Visitors will be given access to the E-mail on request via the Principal

CEO personnel have a school created email that they may use

***The school/CEO does have capability via SINA Tools to monitor all Internet activity.**

Ratified: 2015

Minor Review: 2017

Major Review: 2019

The following tables outline the acceptable and unacceptable use for all users within the school.

STUDENTS:

Acceptable use:	Unacceptable use:
<p>Students using e-mail as the only means of e-mail communication.</p> <p>Students e-mailing other students within the school.</p> <p>Students may e-mail their teacher</p> <p>Students e-mailing people/organisations outside the school if they follow the following guidelines:</p> <p>The students surname or any personal details are not included within the e-mail. (Unless specific permission has been granted from the parent or guardian)</p> <p>After the e-mail has gone through the publishing process the e-mail will be saved as a draft.</p> <p>Once the details have been checked by a teacher the email will be sent.</p> <p>Before students use e-mail they will complete a safety guidelines unit which will include signing an acceptable use contract.</p> <p>Immediately follow the guidelines below if inappropriate e-mail is received:</p> <p>Switch off or close the device lid, or place facedown</p> <p>Notify the teacher</p> <p>Teacher notifies the SINA administrator.</p> <p>For the SINA administrator to reset the password when needed</p>	<p>Accessing (by breaching security) e-mail accounts that belong to other users in the school.</p> <p>Intercepting and intentionally reading other users e-mail</p> <p>Knowingly sending e-mails that contain offensive language and/or attachments with pornographic materials or those, which promote or encourage racism or intolerance.</p> <p>Students accessing private e-mail accounts (ie: hotmail)</p> <p>Students will not access e-mail for personal and/or recreational purposes.</p> <p>Bullying (Cyber Bullying), harassing and teasing students through emails.</p> <p>*Under no circumstance is it acceptable for a student to justify inappropriate behaviour or misuse as a 'joke', 'I Didn't mean it', 'I don't know' or 'everyone else is doing it'. These types of excuses will not be accepted at Saint Monica's Primary School.</p>

STAFF MEMBERS:

Acceptable use:	Unacceptable use:
<p>E-mail use includes and is not limited to the following:</p> <ul style="list-style-type: none">Curriculum related information and resources (Staff memos, newsletters, POL information)Student welfare and pastoral issuesProfessional and educational issues (eg: excursions)Inter school and external communication with work colleagues (Within and out of the VPN)Employment related information. (eg: Union, Government web sites, C.E.O. web site) <p>E-mailing for personal use during non teaching times as outlined below:</p> <ul style="list-style-type: none">Before and after school hoursDuring recessDuring lunch <p>For the SINA administrator to access the users individual e-mail account with permission.</p> <p>For the SINA administrator to pass on the user name and password to a third party to fix e-mail problems.</p> <p>For the SINA administrator to reset the password when needed</p>	<p>Knowingly sending e-mails that contain offensive language and/or attachments with pornographic materials or those, which promote or encourage racism or intolerance.</p> <p>E-mailing for personal use during teaching time, which includes planning/ release time</p> <p>Video and music sharing</p> <p>Where usage is in contradiction to the VIT Code of Conduct.</p>

VISITORS are expected to adhere to the same acceptable and unacceptable use criteria as staff of Saint Monica's Primary School

Appendix

1. Student Contract For Grades 3 to 6.
(in conjunction with a taught unit on Cyber Safety and device safe use)
2. Student Contract For Grades Prep, 1 and 2
(in conjunction with a taught unit on Cyber Safety and device safe use)
3. Parent Agreement form



Saint Monica's Primary School, Kangaroo Flat
Gr 3-6 Student Device Use, E-mail and Internet Agreement

I _____ of grade _____ agree to the following rules when using device equipment, e-mail and Internet within Saint Monica's Kangaroo Flat Primary School.

I will:

- Take care of the device equipment within the school.
- Work co operatively on the device.
- Follow the teacher's instructions regarding the use of the Internet and e-mail.
- Behave in a mature, responsible and courteous way when using the Internet and e-mail.
- Only access information on the Internet that is related to my work.
- Not include inappropriate language or material in any e-mail I send. If I receive any e-mail with inappropriate language or material I will turn off my device/ close my laptop or place facedown and call the teacher immediately.
- Not bully, harass or tease students.
- Not give my surname, address details or any other personal details on the www and e-mail.
- Not use private e-mail accounts (including hotmail) whilst at school.
- Treat people with the respect that they deserve as co-creations of God.
- Remember that it is a privilege, not a right, to be using the device equipment, e-mail and Internet within Saint Monica's Kangaroo Flat Primary School.

I know that if I break any of the above-mentioned rules I will lose my privileges to use the device equipment, e-mail and/or Internet within the school and that the Principal and my parents will be notified.

Child's Name: _____

Grade: _____

Child's signature: _____

Date: _____



Saint Monica's Primary School, Kangaroo Flat
Student Code of Conduct & Parent Agreement Form

Using device equipment, E-mail and Internet

I have read and discussed the attached guidelines with my child and understand that if my child doesn't follow the guidelines I will be notified and my child will have their computing, internet and/ or e-mail privileges reduced or suspended.

Child's Name: _____

Grade: _____

Parent's/Guardian's name: _____

Parent's/Guardian's signature: _____

Date: _____

Teacher's signature: _____

Date: _____

Permission for Internet Access

I understand that my child will have access to the Internet. I give permission for my child to have additional access to the Internet for other educational websites via the Internet. I understand that if the surname or any other personal details of my child are required for any other educational purpose then I will be notified by a separate letter detailing the internet activity.

I _____ give my child _____ permission to access the

(Parent's name)

(Child's name)

Internet for educational purposes.

Parent's/Guardian's signature:

Date:



Saint Monica's Primary School, Kangaroo Flat
Gr Prep-2 Student Device Use, E-mail and Internet Agreement

Name: _____ Grade: _____

I promise to:

- Use the device equipment safely.
- Work cooperatively with the other children.
- When working on a device I will listen to the teacher's instructions.
- Follow the teacher's directions and rules when using the Internet.

If I break any rules using school devices I won't be able to use the devices and the principal or a teacher will ring my parents.

Student Code of Conduct & Parent Agreement Form

Using device equipment, E-mail and Internet

I have read and discussed the attached guidelines with my child and understand that if my child doesn't follow the guidelines I will be notified and my child will have their computing, internet and/ or e-mail privileges reduced or suspended.

Child's Name: _____

Grade: _____

Parent's/Guardian's name: _____

Parent's/Guardian's signature: _____

Date: _____

Teacher's signature: _____

Date: _____

Permission for Internet Access

I understand that my child will have access to the Internet. I give permission for my child to have additional access to the Internet for other educational websites via the Internet. I understand that if the surname or any other personal details of my child are required for any other educational purpose then I will be notified by a separate letter detailing the internet activity.

I _____ give my child _____ permission to access the
(Parent's name) (Child's name)

Internet for educational purposes.

Parent's/Guardian's signature:

Date: