

1.04. INTERNET ACCEPTABLE USE POLICY

Approved 18.3.03

1. STATEMENT

Students will have access to the Internet to enhance the depth and variety of information they are able to access as part of their integrated studies, and also the quality of their learning experiences at Cashmere Avenue School. The Internet was developed as a resource tool and it has the potential to be a tremendous resource for students and teachers at all levels.

2. PURPOSE

- 2.1 To ensure that the access to the Internet is appropriate and the sites which are visited have educational purpose and validity.
- 2.2 To ensure that the school has guidelines in place to protect the children and staff from visiting inappropriate Internet sites.

3. GUIDELINES

- 3.1 Access to the Internet is a privilege, not a right. When people are accessing the Internet on the school account, they are representing the school and are therefore expected to ensure that their behaviour reflects the highest of standards. There is to be no use of obscene, harassing or abusive language. Good manners and good taste are the rule, no matter what environment users may find themselves in.
- 3.2 Children will be instructed in the safe and appropriate use of the Internet before being given access. In order for this to happen staff need to gain experience using it themselves and the appropriate training needs to be made available for this to happen. This will include full training about the policy and procedures at this school at the beginning of each year.
- 3.3 Students will have parental permission to use the Internet. This will be in a form signed by caregivers and the child. Students will also need to have teacher permission to use the Internet and must have predetermined sites and/or search words.
- 3.4 Use of the Internet other than by staff or students of this school must be under the supervision of a staff member and follow the same guidelines outlined in this policy.
- 3.5 Internet access will only take place with an adult present in the room.
- 3.6 To avoid children encountering undesirable sites the school will run filtering software on the machine that directly accesses the Internet.
- 3.7 Children are to keep personal details private when using the Internet. They are not to give their full name, nor their address or telephone number to anybody. They must check with their teacher before giving the school name and address. When posting children's work onto the school website, first names only will be used. Photographs of children are to be general in nature and in the context of the page. Any breaches of security or privacy to be reported the ICT team leader and Principal as soon as possible.

- 3.8 If children receive a frightening, unpleasant or rude message, they are not to answer, but immediately inform their teacher, who will then inform the IT Resource Teacher/Principal for further action. Such incidents (and those in 3.9) will be recorded in a register of Internet usage which will be used to monitor the site and frequency of Internet abuse.
- 3.9 If children encounter an unacceptable site whether inadvertently or by design they are to log off immediately and inform a teacher. Failure to do so could result in disciplinary action including being restricted from further access to the computer, parents will be notified.
- 3.10 Children are not permitted to access or send material or messages through the Internet that is offensive, dangerous, inappropriate at school or illegal. Students also may not offer, provide, or purchase products through the Internet at school.
- 3.11 The school will continue to refine methods of improving safety on the net through the annual review of this policy and keeping up to date with new developments.
- 3.12 Internet access is available for staff usage only in relation to the business and educational benefits to the school. Whilst using the Internet, staff are reminded that they are representing Cashmere Avenue School. Your actions while using the Internet are governed by Cashmere Avenue School policies and national and international law including criminal, copyright and telecommunications laws. Disregard for these may result in Cashmere Avenue School disciplinary measures against you or criminal prosecution or civil litigation against you and / or Cashmere Avenue School.
- 3.13 All staff who use electronic information originated outside of Cashmere Avenue School must ensure that the information is free of viruses. All computers will be regularly screened for viruses and should have virus scanning software installed as part of the computer system. This needs to be updated regularly. Similarly, all software and equipment used by the school must be owned and /or licensed to the school.
- 3.14 **Limitation of Liability** - Cashmere Avenue School will not be responsible for financial obligations arising through the unauthorised use of the system. Any invoices received for unauthorised transactions will be forwarded to the caregivers of the children involved.

4. CONCLUSION

Every effort will be made to ensure that Internet use at Cashmere Avenue School is related to the business and educational benefits of the school. This includes staff personal use and use for professional development.

This policy is to be read in conjunction with the Information and Communication Technology policy 2.14