

# West Pymble Public School

## Access to the Internet and Computer Usage Policy 2009



*This policy addresses the safe management and effective use of the school's Internet connection/s and computers.*

*This policy should be used in conjunction with the:*

- Department of Education Computers in Schools Policy
- Department of Education Child Protection Policy
- West Pymble School Discipline Policy
- West Pymble School Welfare Policy

## POLICY STATEMENT

- The Internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Email communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to email and the Internet in their community. They have a right to expect secure access to these services as part of their learning experiences with the NSW Department of Education and Training.
- Use of the Internet and email services provided by West Pymble Public School via the NSW Department of Education and Training is intended for research, learning and communication between students and staff.
- Responsible use of the services by students, with guidance and supervision from teaching staff, will provide a secure and safe learning environment.
- Students using Internet and email services have the responsibility to report inappropriate behaviour and material to their teacher or supervisor.
- Students who use the *Internet and Email Services application* provided by the NSW Department of Education and Training must abide by the both West Pymble Public School's and the Department's conditions of acceptable usage. They will be made aware of the acceptable usage policy each time they log on.
- Students should be aware that a breach of this policy will result in disciplinary action in line with West Pymble Public School's Discipline Policy.

## AIMS

*The use of the Internet in this school will:*

- Assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.
- Enhance students' learning opportunities and outcomes in all KLAs (Key Learning Areas)
- Provide students with immediate access to current and richer sources of educational materials from around the world.
- Cater for different learning and teaching styles and motivate and enthuse students.
- Promote skills in decision making, creative and critical thinking and the establishment of control.
- Offer potential for effective group work and collaborative projects.

## ACCESS AND SECURITY

### *Students will:*

- Have equitable access to the Internet via computers located throughout the school, in classrooms, the computer lab, offices and the staffroom.
- Not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- Ensure that communication through the Internet and Email services is related to learning and not for personal abuse.
- Keep passwords confidential, and change them when prompted, or when known by another user.
- Never allow others to use their personal e-learning account.
- Log off at the end of each session to ensure that nobody else can use their e-learning account.
- Be made aware that all use of Internet and Email services can be audited and traced to the e-learning accounts of specific users.

### *The School will:*

- Take reasonable care to provide secure and safe Internet access via the NSW Department of Education's Internet and Email services. These services are centrally filtered and virus-protected by the Department of Education and virus and spam protected at school level. All protection is updated daily or as available. **\*note:** when using the Internet at home, email is protected via the Department's filters but as users are logging into the Internet via their own, home account, web browsing is **not** protected by the Department.
- Notify the Department of Education or school delegate of any inappropriate material, virus or email detected, so that it can be immediately blocked from further access.
- Supervise students when they use the Internet or Email services.

## PRIVACY AND CONFIDENTIALITY

- Internet and Email users will not provide identifying data such as their full name, address or other personal information that describes the personal situation and location of students, staff or community members.
- Users will never publish or disclose the email address of a staff member or student without that person's explicit permission.
- Permission is to be obtained from parents/guardians, staff or community members before photographs or other information is published on the Internet.
- Photographs will not be labelled with student, staff or community members' names.
- Photographs of individual students will generally not be used on the Internet.

# INTELLECTUAL PROPERTY AND COPYRIGHT

## *Students and staff will:*

- Be made aware of the legal and ethical implications of inappropriate Internet access behaviour and copyright issues.
- Acknowledge the author or source of any material accessed from the Internet including: written texts, photographs, pictures, videos and films, artistic works, music, sound recordings and computer programs.
- Not knowingly or directly, copy or cut and paste material from the Internet then claim the material as their own.
- Ensure that permission is gained before electronically publishing users' works or drawings and always acknowledge the creator or author of any material published.
- Ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

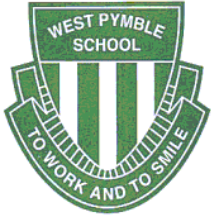
# CODE OF BEHAVIOUR

## *Students will:*

- Promptly tell their teacher or supervisor if they suspect they have received a computer virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable.
- Never knowingly initiate or forward emails or other messages containing:
  - a message sent to them in confidence
  - a computer virus or attachment that is capable of damaging the recipients' computer/s.
  - chain letters and hoax emails.
  - spam, eg. unsolicited advertising material.
- Never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  - false or defamatory information about a person or organisation.
- Not intentionally download unauthorised software, graphics, games or music.
- Adhere to the rules set down in this policy regarding Access and Security, Privacy and Confidentiality and Intellectual Property and Copyright.
- Read or be read the Internet Access Policy and (for students from Year 3 upwards) sign the appropriate papers before Internet access is permitted.
- Be aware that breaches of the WPPS Code of Behaviour will result in the loss of access to the Internet or other actions specified in the school's Discipline Policy.

# REVIEW

- This policy will be reviewed annually.



# West Pymble Public School

## Student Acceptable Use of the Internet and Computers Agreement 2009

*The complete WPPS Access to the Internet Policy, including the Code of Behaviour, is available in the policies section of the WPPS school website. Copies may also be obtained from the office.*

*All students will have this policy read to them prior to access to the Internet. Below is a summary of the rules for student access. Please read them with your child before signing the agreement.*

- ◆ I will not give out or send personal information such as names, addresses, or telephone numbers of parents, teachers, and/or students.
- ◆ I will not arrange to meet any person contacted on the Internet at any time.
- ◆ I will inform a staff member immediately if I come across any information that makes me feel uncomfortable or is inappropriate.
- ◆ I will only use the Internet when I have permission and a teacher supervises me and only for educational purposes.
- ◆ I will not download any materials or games without the permission of a staff member.
- ◆ I will comply with the Copyright laws related to downloaded materials.
- ◆ I will keep my own password confidential and not deliberately attempt to find out other students' passwords.
- ◆ I will not use my Email account to harass, bully or send offensive messages.
- ◆ I will not interfere with or change any settings on school computers.
- ◆ I understand that if I break any of these rules I may lose my access to the Internet.

Student's name: \_\_\_\_\_

Class \_\_\_\_\_

Student's signature: \_\_\_\_\_

Date \_\_\_\_\_

**I have read this agreement with my child:**

Parent's signature: \_\_\_\_\_

Date \_\_\_\_\_