



Girraween High School

Acceptable Use Policy for Students and Teachers Using the Internet

Updated on Thursday, 11 November 2004

Introduction

This policy addresses the safe management and effective use of all of the school's Internet connections. This policy should be considered in conjunction with the:

- ◆ Department of School Education's Computer Policy
- ◆ Child Protection Policy
- ◆ Departmental Policies on Anti-Racism, Anti-Discrimination and Fair Discipline
- ◆ Girraween High Schools Code of Conduct
- ◆ Memorandum to the Principals (97/110) - Student Access to the Internet
- ◆ Memorandum to Principals (97/234) - School Publishing on the Internet

Please note in the Appendices the following attachments:

Permission to Publish form

Netiquette protocols

Agreement for Student Use of Computers at Girraween High School

Acceptable Use Code of Behaviour

Internet Research Plan Proforma

Rationale for the Policy

- ◆ The Internet is a global resource of immeasurable value to all areas of teaching and learning
- ◆ The Internet access allows for:
 - Information search and retrieval
 - Communication with others
 - Publicity for the school
- ◆ The Internet provides a medium for rapid, low cost publishing for information about the school and the achievements of its students.

The use of the Internet in this school will:

- ◆ Enhance students' learning opportunities and outcomes in all key learning areas
- ◆ Assist students and staff to develop the information and communications skills necessary to use the Internet effectively and appropriately.

The Internet is unregulated and its development has been and continues to be anarchistic, so schools must take care to maintain a safe and secure learning environment for all members of the school community.

Policy

This policy addresses the following:

Developing Information and Communication Capabilities

- ◆ Students will not copy and publish any material from the Internet without first editing and acknowledging all references and sources.
- ◆ All supervising teachers will ensure students are utilising the Information Skills Process to conduct searches upon the Internet (as contained in Information Skills in the School - NSW DET. 1989 and pages 28 - 32. Connect.edu - *Internet in Teaching and learning*) and are using appropriate skills to define, locate, select, organise, present and assess information.

The Safety and Privacy of Students, Staff and other Internet Users.

- ◆ This school will not provide identifying data such as full name, address or other information that describes the personal situation or location of students, staff or community members.
- ◆ **Written permission from parents or guardians, staff and community members will be obtained before photographs or written works are published. No individual E-mail accounts will be created for individual students.**
- ◆ Students and staff will refrain from using the full name of students in any published works (unless special permission is obtained from parents or guardians).
- ◆ Students are warned about providing personal information about themselves or others across the Internet through school or home accounts. It is very difficult to ensure that people are whom they claim to be.
- ◆ It is the responsibility of all users to ensure that passwords remain confidential and are known only to their rightful owners.
- ◆ Parents or guardians and students must read and sign the *Internet Code of Behaviour and Agreement* before Internet Access is permitted.
- ◆ Students will not give out personal information of themselves or other students such as addresses, telephone numbers, parents home or work address, or the name and location of the school
- ◆ Internet Relay Chats will not be permitted or entered into unless directly supervised by a teacher and written permission is authorised by a student's parent/guardian and Computer Coordinator.
- ◆ Students and teachers will inform their supervising teacher or the Computer Coordinator if any material is found which that makes them feel uncomfortable or is inappropriate.
- ◆ Socially unacceptable material will not be downloaded from the Internet or sent via E-mail.

Management of the Internet

- ◆ Staff at this school will be provided with the opportunity to be trained regarding 'netiquette' protocols and various supervising strategies.
- ◆ The role of the Computer Coordinator is to manage the security and maintenance of the Internet connection and to ensure that equitable access procedures are in place.
- ◆ The school uses a variety of strategies to restrict access to inappropriate material and handle situations where inappropriate materials are found
- ◆ The school only uses DET service for accessing the Internet and subscribes to all site regulation and blocking systems which the department provides
- ◆ Students who access the Internet for E-mail will be made aware of the legal and ethical implications of inappropriate behaviour.
- ◆ Computer Coordinator will have details regarding location and supervision of the Internet accounts.
- ◆ Students will not upload their own web page onto the school's server.
- ◆ Teachers and Students are not to publish any material on a school web page without the express permission of the Computer Coordinator.
- ◆ All publication will be in accordance with the DET's policy on Publishing on the Web.
- ◆ Generally, students' E-mail messages are composed off-line and transmitted under teacher supervision.
- ◆ Requests for Internet searches will be discussed with the supervising teacher and students must be proficient in the information skills process
- ◆ Students Internet use will be frequently monitored to ensure they are on task
- ◆ Bookings from students planning to use the Internet for social or cultural purposes will only be accepted provided these bookings do not interfere with those of students doing research related to KLA assignments.

Equity of Access

- ◆ An introductory session on Internet use will be delivered by the Computer Coordinator.

Other Internet Connections at Girraween High School

- ◆ Faculties Internet accounts are to be used for teaching and learning and faculty administration.
- ◆ Faculties with Internet connections through an ISP other than the DET server must ensure that no improper use is made of the facility.
- ◆ Faculties and individual staff who are allocated individual Email accounts must ensure that the account is used professionally and efficiently. Staff must use appropriate 'netiquette' protocols when using Email.
- ◆ All staff must be prepared to share information gained from use of the Internet.

Security

- ◆ The school *Computer policy* outlines the use of floppy discs and their implication for viruses and will apply to the use of the Internet service. All Internet terminals will have appropriate virus scan software installed.
- ◆ The virus checker is updated on a regular basis by the server.

Legal requirements and copyright

- ◆ Any material accessed from the Internet and utilised in assignments will be acknowledged
- ◆ All current copyright provisions will be adhered to

Review Provisions

This policy will be reviewed annually, in line with the school's ongoing planning and reporting process, by the school's Technology Committee and endorsed by the School's staff.

Computer and Internet Code of Behaviour

Rights

- 1. I have the right to use the school computer network and internet facilities for classroom assignments*
- 2. I have the right to privacy for my password and my work, however, I understand that staff will supervise me to ensure that I am on task*
- 3. I have the right to use a workstation that is well maintained and not vandalised*
- 4. I have the right to use floppy disks with teachers permission*
- 5. I have the right to be safe and not confronted by rude, obscene or dangerous material*

Responsibilities

- 1. I have the responsibility to maintain the computer facilities as they have been set-up for use by the school community and I must report any problems with hardware or set-up immediately to a supervisor*
- 2. I have the responsibility to respect the privacy of other peoples passwords and under no conditions reveal my password to other students*
- 3. I have the responsibility to observe all copyright laws with respect to software and the internet. I will avoid plagiarism and acknowledge all sources*
- 4. I have the responsibility to use appropriate language (netiquette)*
- 5. I have the responsibility to report any sites containing offensive or inappropriate material*
- 6. I have the responsibility to ensure my own personal safety and that of others by not revealing the personal details of myself or any other person on the internet*
- 7. I have the responsibility to publish or send/receive appropriate material [ie. neither rude nor obscene nor dangerous]*

Consequences

Breaches of Code of Behaviour will result in loss of access to the School Computer Network and Internet. Other actions may be required as specified in the School's Code of Conduct

Parent or Guardian's Signature :

Student's Signature

Agreement for Student Use of Computers at Girraween High School

To the Computer Coordinator and Principal

Student's Agreement

I have read the *Computer and Internet Code of Behaviour* for Girraween High School as printed on the previous page. I understand fully and accept my Rights and I agree to abide by the Responsibilities as listed.

Student's Name _____

Class _____

Student's Signature _____

Date _____

Parent's Agreement

As the parent or guardian of the above student I have read the *Computer and Internet Code of Behaviour* for Girraween High School as printed on the reverse. I recognise that Girraween High School cannot control the content of the Internet but I trust the School will use the controls that the DET has provided.

I am aware of my child's Agreement to the Code of Behaviour and that my child accepts responsibility for the appropriate use of the school's computer system.

I hereby give permission for my child to have access to the Girraween High School Computer Network including the Internet.

Parent or Guardian's Name _____

Date _____

Parent or Guardian's Signature _____

Contact Number :

Associated with this policy students will be given a personal network login account and accounted printing. To help in funding the associated costs, a Technology Access Contribution of \$20 is payable to the front office.

Full policy can be downloaded from
www.girraween-h.schools.nsw.edu.au/policies

Internet Research Plan

Name:			
Class:		Date:	
Supervising Teacher: (if applicable)	Name:		
	Signature:		
Reason for Research:			
List the following: ◆ URLs ◆ Email addresses ◆ Chat Rooms ◆ Other			
Key Search words			
Office use only:			
Parental Permission has been lodged:	Booking Time:	Date:	
Yes or No	Signed:		
	Position:		
This form must be handed to the teacher.			



Permission to Publish Form

Rationale:

- ◆ In keeping with our school's aim of a safe environment for all students, the school has developed an *Acceptable Use Policy for Students and Teachers accessing the Internet*. A copy of the Policy is available on request or at www.girraween-h.schools.nsw.edu.au/policies
- ◆ Written permission from parents or guardians, staff and community members will be obtained before photographs or written works are published by the School.
- ◆ Students' work or photographs will not be published unless written authority is granted by parents/carers and returned to the school on this form.

To the Computer Coordinator and Principal

I give permission for my son/daughter to have his/her work or picture published by the school. I understand that no personal details regarding my child's full name or address will be included in the school publication(s).

I trust that the school will adhere strictly to the Department of School Education's *Publishing on the Web* and *Child Protection*.

Student Name: (block letters): _____ Roll Class: _____

Student signature: _____ Date: _____

Parent/Carer's Name (block letters): _____

Parent/Carer's signature: _____ Date: _____

This form must remain on file with the school records. School publications include web pages, newsletter and other promotional materials.

Full policy can be downloaded from
www.girraween-h.schools.nsw.edu.au/policies