

INTERNET USE & CYBER SMART

Reviewed 06.03.09 (Mark, Taz, Donal); Reviewed 22.05.09(Shirley, Alan, Hine)
Reviewed 19.09.11; Reviewed March 2014 (Tracy/Donal)

ACTION

To provide guidelines for the use of the internet in the school

GUIDELINES

1. Internet access may be used by staff and students so that they: have access to information to enhance and support curriculum outcomes, become responsible and independent users of the Internet, gain and develop skills needed to search for information, interpret and discriminate information, further their individual professional development, and use e-mail to
- 2.
- 3.
4. enhance and support curriculum outcomes.
2. In addition all staff members are permitted to have access to e-mail and the Internet for reasonable personal use. This is a privilege. Anyone who uses school Internet access in an inappropriate manner will lose the privilege.
3. Students are able to use the Internet once they have a "Cyber licence" which will follow from having read and signed the "Cyber Smart User Agreement". An application is signed by the relevant Parent / caregivers and the student (If aged 7 and above) at the time of enrolment for each child. This Procedural statement will form the basis of the documentation that the Parent / caregiver and the students agree to.
4. Teachers will model appropriate use of the Internet.
5. Any child who comes across inappropriate content while using the Internet must exit the site immediately and report this to their classroom teacher or another appropriate adult.
6. Children will have access to the Internet as long as conditions of the "Cyber Smart User Agreement" are observed.
7. Teachers need to check / monitor the suitability of sites before directing children to a site.
8. It is preferable to use Mozilla Firefox with Google Search Engine where possible.
9. All staff and students will abide by the "Cyber Smart User Agreement" which is included in the School Prospectus allowing their children to use ICT technologies and following the set guidelines (signed upon enrolment)
10. All outgoing e-mails include a disclaimer and may be monitored.
11. No profanity, obscenities, or any other language that could be construed as such is to be used in any e-mail messages.
12. E-mail accounts are set up for the intended user only.
13. No private information about others is to be distributed. This includes forwarding of information sent by another party.
14. The network is not to be used by any student or staff member for illegal reasons.
15. Deliberate attempts to gain access to sites containing material of a pornographic, racial or religiously offensive nature will be dealt with as a serious breach of school rules.

16. Down-loading of material will be scanned for viruses at all times. Any deliberate attempt to spread viruses through the network will be dealt with as a serious breach of the school rules.
17. All copyright, privacy and international laws are to be abided by at all times.
18. At no time are students to place orders for goods or services over the Internet using the school name, title or funds.
19. Fruitvale Primary School will not be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
20. Fruitvale Primary School has taken all possible precautions to maintain the safety of users and these guidelines are applied to keep internet users safe.
21. Any use of the Internet other than that specified will be dealt with as a serious breach of the school rules.
22. Students who make minor infringement of the guidelines will be dealt with firstly by the classroom teacher, then the Lead teacher with responsibility for Information and Communication Technologies.
23. For serious student offences, matters will be referred to the Deputy Principal who will deal with the issues as directed by the school Behaviour Management Guidelines. For any serious staff offences, matters will be directed to the Principal.