



Sunbury West Primary School No. 5006

Elizabeth Drive, Sunbury 3429.
Tel. (03) 9740 8666 Fax. (03) 9744 7776

INTERNET ACCEPTABLE USE POLICY AND PERMISSION FORM

This Internet Acceptable Use Policy is an agreement between the school and its students, with the approval of parents and guardians.

Students in all classrooms will have Staff-supervised access to the Internet and the World Wide Web through the Department of Education and Training's (DE&T) site called the Victorian Education Channel, through Netspace (our Internet Service Provider).

NETSPACE

Netspace has been selected as our Internet Service Provider (ISP) because it offers a secure, restricted access to the Internet. Students will be restricted to using the SOFWeb and the Victorian Education Channel, both of which provide thousands of web sites that have been downloaded from the World Wide Web. These web sites are checked regularly for educational content and appropriateness, which ensures that the sites contain relevant material, as well as being safe, quickly and cheaply accessed. Netspace also allows E-mail to be filtered and tracked and filters the students use of the Internet.

Using The Internet At Sunbury West Primary School

Access to the computer facilities and the Internet at Sunbury West Primary School is conditional on the students complying with this Internet Acceptable Use Policy.

Before students are given access to the Internet and the Victorian Education Channel they must return the signed Code of Practice Permission Form (attached).

Rules When Using The Internet And E-Mail.

1. Students will follow teacher instructions regarding the use of the Internet.
2. Students will use all computer equipment with care.
3. Students will behave in a responsible and courteous manner when using the Internet.
4. Students will only work on the sites that are relevant to their work and specified by the teacher. If they find themselves in an inappropriate location they **will immediately click the HOME button or turn the monitor off and call the teacher for help.** Failure to do so will result in the removal of access to the Internet and disciplinary action.
5. Written consent will be obtained from parents or guardians before any child's photograph, work or video footage is published on the **Internet.**
6. Students will only use first names on the **Internet** and **E-mail** communications and not reveal their personal addresses or phone numbers or those of others.
7. Students will respect the privacy of others by not giving out details of fellow students and teachers or reading their **E-mails.**
8. Students will ensure that any **E-mails** they send do not contain inappropriate language or information.

Consequences For Breaking These Rules.

The *Sunbury West Primary School Student Code of Conduct* will be implemented if any student chooses to break any of these rules. This may result in students' parents being contacted and students being denied access to computer facilities for a specified period of time.

Publishing On The Internet At Sunbury West Primary School

Students are only permitted to publish on the Internet after the Internet Acceptable Use Policy has been read and their parents have signed the "Publishing On The Web" Permission Form, which will be sent home separately each time before a piece of work or photograph is used on our school Web site.

Work published on our school Intranet will only need to be checked by the class teacher and will not be uploaded to the INTERNET without parental permission. Our school Intranet can only be accessed at our school and not via the INTERNET.

Guidelines

- 1) Responsibility for the spelling, presentation, accuracy and content of all web pages is the initial responsibility of the student publisher and secondly with their classroom teacher.
- 2) Teachers should ensure that the work to be published does not contain personal details such as names, home addresses, telephone numbers or e-mail addresses.
- 3) Prior to publication on the World Wide Web the classroom teacher will keep hard copies of all web pages.
- 4) No student work or photograph will be published without written consent by parents or guardians and no personal identifying information will accompany any photographs.
- 5) Only the Information Technology Coordinator can upload material to web pages on the school Web site.
- 6) The Principal is to authorise all material published on the World Wide Web.

The Internet At Home

Use of the Internet at home is a valuable research tool. Already students and parents can access the Department of Education's Website - <http://www.education.vic.gov.au/>
This site provides excellent information for students, parents and teachers in all aspects of education.

Safe Internet Use For Students at Home

At school the students will be taught how to use the Internet and how to use search engines for research relevant to class studies as well as for personal use. These are valuable and important research skills, and parents need to be aware that their children will quickly become proficient at using the Internet and will be able to use these skills on the home computer if it is connected to the Internet. Parents need to be aware that the skills the students acquire at school may be used to access material on the home computer.

It should be noted that the **Internet** is an adult network, which is not subject to control or censorship, and although it contains vast amounts of extremely valuable information, **some of it is inappropriate and misleading. So parents need to be vigilant in supervising children at home** and may wish to consider the following:

- *Ensure that children do not give personal details (eg. full name, address etc.).*
- *Discuss with children what is inappropriate material.*
- *Provide children with a **plan of action** should they come across inappropriate material accidentally.*

(eg. switch off the monitor and call for adult help or click on the home button)

- **Install and update filtering programs** such as NetNanny, CyberSitter, Internet Sheriff.
- Install security on home computers such as **passwords**, or means of tracking sites visited.
- Only allow **children to use the Internet when parents are at home**. This can be through the use of a password that only parents know.
- **Don't save passwords on the computer** that may allow children to access the Internet without parent supervision and permission.
- Set up rules about going online.
- Set up the computer that has **Internet access in the family room where anyone can see what is on the screen.**



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Internet Acceptable Use - Code of Practice Years Prep - 2

Please sign and return to school by Friday 9th February 2007

I agree to allow my child to access the Internet via *Netspace* within specified areas that have been previously viewed by the classroom teacher or quality assured and available through the Department of Education and Training's web site the *Victorian Education Channel*.

I agree to allow my child to send and receive **filtered e-mail** to and from other students.

I understand that my child's use of the **INTERNET** and **e-mail** is being monitored.

I expect that adequate supervision will always be available when my child is using e-mail and the **Internet**.

I have explained to my child that he/she should click the **Home** button (or switch the monitor off) and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.

My child is aware that he/she should never give out personal information, including their phone number, last name or home address when using the Internet or information about anyone else.

I give permission for my child

Name: _____ **Year Level in 2007** _____

to use the Internet at Sunbury West Primary School.

Parent or Guardian's Name: _____

Parent or Guardian's Signature: _____

Date: _____



Internet Acceptable Use - Code of Practice

Years 3 - 6

Please sign and return to school by Friday 9th February 2007

Student Agreement

*I agree to use the **Internet** in a responsible manner, but if I find myself in an unsuitable location I will immediately click on **HOME** button or turn the monitor off and inform the teacher.*

When using the **Internet** at Sunbury West Primary School I will:

- Only work on the web for purposes specified by my teacher.
- Not give out personal information such as my surname, address, telephone number, parents' work address/telephone number or anyone else's names, addresses or telephone numbers.
- Never send my picture on the **Internet or e-mail** without first checking with my teacher.
- Always have my teacher's permission before sending **e-mail**.
- Compose **e-mail** messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. I understand that it is not my fault if I get a message like that. I will report this to my teacher straight away.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the **Internet** to frighten or annoy another person.
- Follow school guidelines and procedures when preparing materials for publication on the web.

*I understand that my use of the **Internet** is being monitored.*

I have read the Internet Acceptable User Policy and understand the meaning of all of the rules and conditions when using the computers. I understand that breaches of the rules will see me lose my Internet access for a period of time determined by the school and or any other consequences deemed appropriate in the Student Code Of Conduct. If I have any questions about these rules, I will ask my teacher to explain them.

Student's Name: _____ **Student's Signature:** _____

Date: _____

PARENT/GUARDIAN

I agree to (child's name) _____ (Year Level in 2007) _____ using the Internet at Sunbury West Primary School for educational purposes in accordance with the Student Agreement above. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the rules and conditions with my child I give permission to Sunbury West Primary School to issue Internet access to my child and support Sunbury West Primary School in any disciplinary action that may be required should my child choose to breach these rules and conditions.

Parent/Guardian's Signature: _____

Parent/Guardian's Name: _____ **Date:** _____