Tuggerah Public School

Internet Access Policy

Aim
To provide students at Tuggerah Public School with the opportunity to safely access the Internet and the network through the computer lab, mini labs, class laptops and the library.

Rationale
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. (NSW Dept of Education & Training 2006).

Outcomes
- Enhanced student learning opportunities and outcomes in all Key Learning Areas.
- Development of information and communication skills necessary to use the Internet effectively and appropriately.
- Expanded range of teaching and learning resources valuable to staff and students for the purpose of improving student learning outcomes.

Guidelines
- The primary use of the Internet is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes. It will be each class teacher's responsibility to ensure that students are aware of the responsibilities and obligations of Internet usage. Students must understand and sign the Student Acceptable Use Agreement prior to using the Internet. Students who deliberately abuse the Acceptable Use Agreement will be subject to school disciplinary procedures that may include loss of user privileges.
- The use of the Internet should be fair, equitable, legal and ethical and should be consistent with existing policies of the school and the NSW Department of Education and Communities.
- The Internet can only be accessed by students under direct supervision of staff. On no accounts are students to access the Internet unsupervised.
- A copy of the school's Internet Access Policy will be forwarded to all parents. This will include a consent form which is to be signed by students and their parents.

Implementation
Students will:
- be responsible for their own behaviour whilst using computers and the internet. Students will never use offensive, obscene, vulgar, rude, threatening, abusive, disrespectful or discriminatory comments or language.
  be aware that the misuse of the Internet or Email Services may result in disciplinary action which includes withdrawal of access to services.
- Use computers for educational purposes. Permission to use Internet for games and other activities must be gained from the supervising teacher.
- Notify supervising teacher immediately if any message or site is illegal, inappropriate, dangerous, makes them feel uncomfortable or offended.
- Keep passwords confidential, and change them when prompted, or when known by another user
- Never allow others to use their personal e-learning accounts.
- Log off at the end of each session.
- Never damage or disable computers and networks nor change settings on the computer.
- Be aware that all use of Internet and email services can be audited and traced.
- Never reveal personal information including name, address, photographs, and telephone numbers of themselves or others.
- Never plagiarise information and will observe appropriate copyright laws, including acknowledging the author and source of any information used.
- Gain permission to print from the supervising teacher.
- Not download or access program files including games and music files without the permission of the supervising teacher.

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Acceptable Use Agreement

Name: _____ Class: _____ Date: _____

I understand that violation of this Policy may result in loss of access as well as other disciplinary or legal action where appropriate.

CODE OF PRACTICE:

Students may:
- ❐ Use the internet and email services for educational purposes only.

Students will:
- ❐ Report inappropriate sites to the supervising teacher.
- ❐ Act in a responsible manner with all hardware and computer software.
- ❐ Abide by the "netiquette" rules.
- ❐ Seek permission before using any outside media.
- ❐ Report any offensive or cyber-bullying behaviour to the supervising teacher.

Students will not:
- ❐ Reveal personal information about themselves or others (including name, address, telephone numbers or photographs).
- ❐ Send or display offensive messages or pictures (including obscene language or language that may harass, insult or attack others).
- ❐ Send emails without the approval from a teacher.
- ❐ Damage computers by spreading viruses or changing system configurations.
- ❐ Disobey any laws, especially those related to copyright and privacy.
- ❐ Log into anyone else's files or folders.
- ❐ Download games or music files from the Internet.
- ❐ Become involved in any offensive or cyber-bullying behaviour while using the internet or email services.

Signed student: _____ Date: _____

Signed parent: _____ Date: _____