Upwey Primary School
INTERNET AND E-MAIL ACCEPTABLE USE POLICY

PURPOSE
Internet and e-mail facilities within Upwey Primary School are to be used for curricular and administrative purposes and in a manner consistent with the Code of Conduct for the Victorian Public Sector, April 1995.
Any misuse of Internet and e-mail privileges may result in the revoking of any right to use the services and may lead to other disciplinary action.

GUIDELINES
The use of Internet and e-mail resources at Upwey Primary School is a privilege, and, like any other privilege, carries with it responsibilities.
The Internet is by far the largest and highest profile network providing public information services. There are many local, national and international Internet sites which provide information relevant to the Department of Education's core business. Education Network Australia (EDNA) has established a national website directory of education and training information and resources with links to many other national and international sites. Many schools and TAFE institutions have already established web sites.
E-mail provides students and staff with the opportunity to rapidly communicate, acquire and exchange information with others on a global scale. The facility exists for the attachment, despatch and receipt of computer files as e-mail attachments.
It is essential that use of this valuable resource be controlled to:
* maximise the benefit to the students, staff and the wider school community,
* manage the risks associated with its use, and
* ensure that it is used in an appropriate manner.

The process by which the Upwey Primary School seeks to manage staff and student use of the Internet is through the adoption of this Acceptable Use Policy.

IMPLEMENTATION
* It is the responsibility of the Learning Technologies Co-ordinator to ensure that the students, their parents and the staff are aware of this policy and to provide each of them with a copy as required. It is the responsibility of individual users to abide by the policy.
* Before being given access to Internet and e-mail resources all students will be required to sign an “Internet and E-mail Access Guidelines and Consent” form. This form will contain a simplified list of rules reflecting the content of this policy statement. A signature from a parent or guardian will also be required to indicate that they consent to their child making use of the resources. Each student will be provided with a copy of the completed Agreement form.
* Internet and e-mail facilities are not to be used in any illegal manner, such as contravening copyright, defamation, censorship or criminal laws.
* Internet facilities are not to be used to achieve unauthorised access to systems, software or data.
* Only material relating to the Department of Education's business is to be issued via the Internet. The transmission of material must be in accordance with the authorisation, release and distribution mechanism approved for that material.
* The Internet and e-mail must not be used to conduct a private business or to carry out research into non-work related topics.

* The Internet and e-mail must not be used to send harassing, obscene or other threatening messages, nor may they contain content that may be considered offensive or disruptive. This includes sexually oriented messages or images and sexual harassment material. See Rights and responsibilities under the Victorian Equal Opportunity Act 1995: Training for principals, staff and school councils, Department of Education and Victorian Equal Opportunity Commission, 1996. All use of internet and e-mail facilities must only be for legitimate educational purposes or business related to the operation of the school.

* On-line conferences or discussion groups must be relevant and used for legitimate purposes or professional development activities. Such interaction requires that Internet etiquette should be observed along with current societal standards for respect and fairness.

* Large downloads should be minimised to ensure the Internet performance of other users is not adversely affected.

* All data, programs and files which have been downloaded from the Internet must be run through a virus scan program before being launched or opened. Material must not be downloaded from game sites, hobby sites or illicit sites. These sites are not relevant to the Department of Education's business and provide the greatest risk of importing viruses.

* Subscribing to list servers newsgroups and mailing lists must be for legitimate purposes or professional development reasons only.

* The Learning Technologies Co-ordinator and or the Principal may withdraw Internet and e-mail privileges for any student or staff member who breaches these guidelines.

* The school reserves and will exercise the right monitor student internet activity and the content of e-mails sent and received.

Acceptable Internet and E-Mail Use Policy.doc
Introduction
Upwey Primary School’s computer facilities enable students and staff to access a variety of information sources, including the Internet and e-mail. These facilities are provided in order to further the educational goals of the school community, and to allow opportunities for collaborative work.
Access to computer facilities and the Internet is conditional on students and staff complying with the school’s Internet and E-mail Acceptable Use Policy. A copy of the policy is attached to this form. Please do not return the policy statement with this application. It can be retained for your information, if required.

Use of Computers
All computer screens will face into the classroom to enable effective monitoring by teachers
Students are not permitted to:
* alter the configuration of the computers
* add, remove or alter any hardware or software without permission from the Information Technology Coordinator
* mistreat or use the computers, peripherals and furniture in any way that is likely to cause damage
* place food and drinks on or near the computers, peripherals or furniture

Use of the Internet and E-mail
Students are permitted to access and/or publish on the internet only after they and their parents have signed the Internet and E-Mail Use Agreement form
The following guidelines are to be observed:
* students must not access the internet unless permission has been given for that instance and there is a teacher present in the room
* responsibility for the spelling, presentation, accuracy and content of all web pages rests with the student publisher and their classroom teacher.
* hard (printed) copies of all web pages will be kept by the classroom teacher prior to their publication on the internet.
* only the Information Technology Coordinator will upload web pages onto the Internet
* Filtering software will be used to monitor all out-going and incoming student e-mail.
This software will identify and report instances of inappropriate content. All student users must be aware that e-mail facilities provided by the school will not be private.

Misuse
Use of the computer facilities and access to the Internet and E-mail is a privilege, not a right.
Inappropriate use may result in the withdrawal of access privileges for up to a year.
Student’s Declaration
When using the Internet at Upwey Primary School I will:
* Search and browse the internet only within the area specified by my teacher
* never reveal my personal passwords to other students
* never give out personal information such as my surname, address, telephone number, parents’ work address/telephone number.
* never send a person my picture or other identifying information without first checking with my teacher.
* not respond to any messages that are inappropriate or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
* If I come across any information that is unsuitable or makes me feel uncomfortable I will click on home and then tell my teacher right away.

I have discussed the Upwey Primary School Internet and E-mail Acceptable Use Policy and this Agreement with my parents or guardians and understand what is expected of me. I understand that I must follow the rules set out by the school and will only participate in activities that have been approved by my parents. I also understand that this agreement will be for the duration of my child’s enrolment at Upwey Primary School.

Student’s Name: .................................. Student’s Signature: .................................. Date: ..............................

Parent’s Name: .................................. Parent’s Signature: .................................. Date: ..............................

Parent or Guardian’s Declaration
I have read and discussed the Upwey Internet and E-mail Acceptable Use Policy and this Agreement with my child. On the understanding that Internet and E-mail access is to be used for educational purposes at Upwey Primary School, I give permission for my child to (please sign all statements that are applicable):

* Access the Internet for information or research within the school.

(Parent or Guardian’s Signature)

* Publish written and/or art work on the Internet using their first name only.

(Parent or Guardian’s Signature)

* Appear, unnamed, in photographs on the Internet.

(Parent or Guardian’s Signature)

* Send and receive external e-mail.

(Parent or Guardian’s Signature)

Official Use Only

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Parent Signature</th>
<th>Student Surname</th>
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<tbody>
<tr>
<td>Access Internet</td>
<td>Publish Work</td>
<td>Student First name</td>
</tr>
<tr>
<td>Appear Pictures</td>
<td>Use E-mail</td>
<td>Student Grade 2013</td>
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When I use technology I agree to:
- Follow all of the Tribe Agreements while using technology
- Be safe, responsible and help others
- Don't write or pass on putdowns to others (Cyber Bullying)
- Talk to a teacher when you feel unsafe or uncomfortable
- Never share your own or other people's personal details online (full name, address, phone numbers)
- Keep your password private
- Do not copy files from home to the school computers
- Turn off the monitor and tell the teacher immediately if you see something inappropriate.

This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities. I recognise and agree to follow these rules. I understand that my use of the internet and mobile technology at school will be discussed if I do not act responsibly.

I have read the Acceptable Use Agreement carefully and understand the importance of the conditions and agree to accept these conditions. I understand that if I break these conditions it will result in internet and mobile technology use being suspended or cancelled.

Student Name ___________________________ Year Level ______ Date ____________

Student Signature ______________________

Parent/Carer Signature __________________

If you have any concerns about this agreement or ideas for making the agreement better contact Malcolm Aspinall (Principal – Upwey Primary School)

For further Support with online issues students can call Kids Helpline on 1800 55 1800. Parents/cares call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

March 2014