



DEANMORE PRIMARY SCHOOL
INTERNET USAGE POLICY

UPDATED 2016

INTERNET USAGE POLICY

LOCATION OF COMPUTERS WITH ACCESS TO THE INTERNET AND PERMITTED USE

- Administration-** Staff use only, for using email and the internet.
- Library-** Staff for using email and the internet and supervised student (K-6) use, for either email or the internet.
Librarian use, for downloading and uploading information relating to texts and access to email and internet.
- Classroom-** Student strictly supervised (K -6) for the internet.
Staff, for using email and the internet and supervised student (K-6) use, for either email or the internet.
Notebooks are available for student use. Notebooks are transportable. Teachers also have access to their personal laptops and electronic devices.

Monitoring of Use and Security

- Administration-** Staff are responsible for email and sites browsed or downloaded on the internet.
- Library-** Strictly supervised use, students use sites and links previewed by teachers prior to the lesson.
Children browse only for research purposes. No recreational browsing (surfing) on the internet is to be allowed.
Students and teachers only have access through a password.

Information generated and published

- Administration-** Staff are responsible for all information published and downloaded on email and the internet.
- Library-** Staff are responsible for all information published and downloaded on email and the internet by themselves and the students in their class.
Students are responsible for information published and downloaded from the internet by themselves.
- Classroom-** Staff are responsible for all information published and downloaded on email and the internet by themselves and the students in their class.
Students are responsible for information published and downloaded from the internet by themselves.

To be read in conjunction with;

- Behaviour Management Policy
- Internet Usage Policy
- Mobile Telephone and Electronic Communication Devices Policy
- Bullying Policy

Cost

All costs are covered by the school including phone-lines, software and hardware for networking, etc.

Technical Support

Staff members may provide technical support during administration time.

An outside agency will provide technical support for hardware maintenance.

Teachers will be encouraged to contact the DOE Helpline on 9264 5555 for assistance.

STUDENT INTERNET ACCESS AGREEMENT

Each family will be asked to sign a "Student Internet Access Agreement. Please see next page.



Student Internet Access Agreement

Deanmore Primary School provides students with access to the Internet so students can locate and analyze information. As with other resources, the school controls the way in which students use the Internet. The agreement is designed to help students and parents understand school and parent responsibility in relation to Internet usage.

Student Agreement

Responsible Use	1. I agree to use the Internet and email at Deanmore Primary School in a responsible manner for purposes stated by my teacher. I can expect that adequate supervision will be available when I am using the Internet.
Unsuitable Locations	2. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.
Uncomfortable Email	3. If I receive email that makes me feel uncomfortable I will immediately inform my teacher.
Personal Information	4. I will not give out personal information such as my surname, address and phone number or that of my parents.
Pictures	5. I will not publish a picture or send a picture of myself without first checking with my teacher.
Permission to Publish and Email	6. I will always have my teacher's permission before publishing web pages and sending email.
Language	7. When publishing web pages and composing email messages I will only use language I understand is acceptable in my school.
Copyright	8. I will not publish to the Internet using material from other web sites unless I have permission from the person who created the material. I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher.

Student Name _____ Date _____

Class _____