St. Patrick's Primary School

Acceptable Use Policy for Internet Email and Network Services

The purpose of Internet access at St Patrick’s Primary School is to support education and enhance student learning by providing access to a wide range of resources and opportunities for collaborative work with other schools and agencies. Student access to, and use of, the Internet as well as all other computer-related technology, will be supervised. (Internet Email and Network Usage in the Workplace 2005 and Censorship 2005 Policies)

“Information and Communication Technology (ICT), in the workplace raises questions about the supervision of its use. This technology includes email and access to the internet. The computers and internal network involved are controlled by the organization and management which has the responsibility for issuing clear instructions for their proper use. Without clear instructions, the proper use of email and web browsing may not be clear to many in the workplace”. (P1, Australian Privacy Commission 2001).

St Patrick’s Primary School realizes the value of access to the Internet. It also recognizes the potential for misuse. In an effort to prevent misuse, all students are required to read and sign the Student Code of Practice at the beginning of each school year. No student will be allowed to use the Internet at school without a completed Acceptable Use Agreement (signed by both the student and parent/guardian). St. Patrick’s Primary School recognises that access to all forms of technology is a privilege, which entails responsibility on the part of the user.

The term internet in this document refers to both the World Wide Web (WWW) and the local intranets.

Please read the following pages carefully before signing.

1. Internet Access

Use of the Internet by students at St. Patrick’s Primary School is intended for educational purposes only. Access to the Internet will be used for research, project and learning activities directly related to the curriculum.

Students and their parents will be asked to sign an Acceptable Use Agreement on Internet usage prior to the student being allowed access to the Internet. This Code will aim to ensure that parents and students are aware of their responsibilities with regard to appropriate use of the Internet. It is strongly recommended that this agreement be used by parents as a guide to Internet use for students who have access to the Internet at home.

Student access to the Internet will be supervised to ensure that it is being used appropriately, and to prevent students from accessing inappropriate materials.

2. Electronic Mail

The use of Electronic messages such as e-mail will be supervised by teaching staff. Personal information such as student's full names, home addresses and home telephone numbers will not be sent by e-mail.

E-mail will be used only as a means of exchanging information as a school activity. In sending e-mails, students of St. Patrick’s Primary School will always remember that they are representing themselves and the school in a public forum. E-mail messages will not be permitted where they cause offence to others or where they do not respect the rights and feelings of others.
3. Publishing on the Internet

Materials published on the Internet by St. Patrick’s Primary School will be used to present relevant information about the school that is of use to teachers, parents, other schools and the wider community.

From time to time, the school will take photographs of members of the school community to acknowledge success and assistance in school activities for school publications, magazines and Diocesan newspapers and bulletins.

For Diocesan and school websites, specific permission must be sought for each photograph if the photograph is of an individual student or a student is able to be identified.

No article, artwork or image will be published by St. Patrick’s Primary School or its students without an acknowledgment of the original author/creator.

4. Implementation of Policy

This policy will be reviewed at the commencement of each year.

Students will sign a Code of Conduct Agreement form which will be counter-signed by their parents / guardian.

Inappropriate use of Internet services may result in the loss of technology privileges. Intentional or repeat breaches will result in more serious consequences as determined by the school principal.

5. Not Permitted

1. Any type of vandalism to hardware, software, furniture, etc.
2. Sending inappropriate, obscene, discriminatory, offensive or harassing e-mail.
3. Excessive printing, including printing of large downloaded files.
4. Visiting chat rooms.
5. Accessing or using web based e-mail accounts. (Not including school email account)
6. Visiting web sites containing inappropriate materials or images
7. Sharing of individual logons and passwords
8. Using other people’s password and logon
9. Loading software of any kind, whether from the Internet, floppy disk, CD-Rom, etc.
10. Downloading programs of any kind to the computer’s hard drive or a floppy disk.
11. Removing technology hardware or software from the school without permission.
12. Making any purchase (unless authorized by the Principal) via the internet.
13. Teachers employing the network for commercial purposes.
14. Trespassing in another’s folders work or files.

6. Consequences

Violation of the above rules will result in one or more of the following consequences:

1. Suspension or loss of Internet privileges.
2. Suspension or loss of all computer privileges.
3. Further disciplinary actions as warranted in specific cases of serious or repetitive infractions as determined by the Principal

7. Appeal Process

If parents feel that the child has been unfairly dealt with they can make a formal appeal via the Principal.
Kindergarten to Year 2 Student Agreement

Using the computer is a big responsibility and I am going to be a good computer user.

Name: ___________________________ Class: __________________

I want to be a good computer user
- I will have clean hands when I use the computer.
- I will use gentle hands when I use the computer.
- I will ask for help when I don’t know what to do.
- I will share the computer with classmates.
- I know that teachers might look at what I do on the computer.

When I use the Internet
- I will tell my parents about the things I do on the Internet.
- I will stay on the web pages my teachers show me.
- I won’t tell people on the Internet who I am or where I live.
- I will tell my teacher and my parents if I see something on the Internet that makes me feel uncomfortable.

I know that I can only use the computer if I am a good computer user.

Student: ___________________________ Date: _______________

Parent/Guardian Signature: ___________________________ Date: _______________

3. Publication Consent Form

I give permission to have my child photographed/filmed for publication within the Catholic Schools Newspaper, external publications, internet site, television news and other associated promotional materials.

Your child’s name and other personal details will not be used unless permission is sought beforehand.

Signature of Parent/Guardian: ___________________________ Date: _______________
St. Patrick’s Primary School

Internet Email and Network Service User Agreement

Year 3 to Year 6 Student User Agreement

If I read these pages carefully, and my mother or father or guardian signs the second sheet, I will be allowed to use a computer at St. Patrick’s Primary School to look at the Internet and send messages to people around the world. But I also know that if I do not use the Internet in the right way this may result in me not being allowed to use the Internet again at school and possible further punishment.

I will read the rules for using the Internet that are given below and will ask an adult at my school if I do not understand what any of them mean.

- I will be polite to other people when writing to them (or talking with them) while I am on the Internet. I will not use language that my teacher or parent would not want me to use in my classroom.

- I will never give my name, my home address, any personal information about me or my family, or my telephone number to anyone I write to or talk with on the Internet.

- I know that my teacher and my Principal want me to use the Internet to learn more about the subjects I am studying in my classroom. I will not use the Internet for any other reason. For example, I will not search for a games site when I am supposed to be looking for something in science.

- I understand that sometimes I may see a site on the Internet that has pictures or words that my teacher or parents would not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave the site straight away by using the ALT and F4 keys. For example, suppose I am searching for a type of animal and find a picture that only adults should see. I quickly press the ALT and F4 keys. I will not continue to look at the site with the picture and will not show it to others around me. I also will not print it out or save the picture.

- I agree that I cannot use the words or pictures I see on an Internet site without giving credit to the person who owns the site. For example, I will not copy information from the Internet and hand it in to my teacher as my own work.

- I will not use other people’s logon or passwords, and I will never give my password or logon to another person to use.

- I will show the teacher all email messages before I send them.
Year 3 to Year 6 Agreement

Internet Usage Permission Form

Student Name ___________________________  Class __________________

1. Student Agreement
I have read the information about my using the internet. The teacher and or my parents explained things that I did not understand. I agree to follow the rules at all times when I use the Internet at school.

Signature of Child: ___________________________. Date: __________________

2. Parent or Guardian
My son or daughter understands the rules (to the best of their ability) that he or she is to follow in using the Internet at school. I realize that teachers and other school officials will try their best to provide only educationally-sound material from the Internet to my child and that, should objectionable pictures or information appear by accident, they will take immediate action to correct that situation. I give my permission to St. Patrick’s Primary School for my son or daughter to use the Internet while on school property.

Signature of Parent/Guardian: ___________________________. Date: __________________

3. Publication Consent Form
I give permission to have my child photographed/filmed for publication within the Catholic Schools Newspaper, external publications, internet site, television news and other associated promotional materials.
Your child’s name and other personal details will not be used unless permission is sought beforehand.

Signature of Parent/Guardian: ___________________________. Date: __________________