

# COATESVILLE PRIMARY SCHOOL

## Internet Usage Policy

**Version:** Final

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### **Purpose**

- To provide students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

### **Guidelines**

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff will have internet access.
- An ICT coordinator will be appointed.
- All staff will ensure that internet usage is closely monitored.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.

### **Implementation:**

- Our school actively supports access by students to the widest variety of information resources. Internet access is a privilege that infers responsibility, and not simply a right to be expected.
- The ICT Coordinator will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- Students and Parents will complete a user access agreement before use of the computer is permitted
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students are responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff are responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.

- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- When identifying students on the school's internet site, only the student's first name and last initial will be used