



YEA PRIMARY SCHOOL

Internet Usage Policy

REGISTRATION EQUIPMENT 4.1 (A) v

AIMS

The care and correct use of the Learning Technology equipment is important to the ongoing success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of computers, internet and other equipment. The following guidelines outline the school's expectations for everyone involved in the use of Learning Technology facilities and equipment.

Network General Rules of Usage

- Hands should be clean.
- Students are not permitted to have food or drink near equipment.
- Log on using only names and passwords provided by the school.
- Computers to be shut down at the end of each day.
- Students only to use programs they have been directed to.
- Students only to access files that they created or have been directed to.
- System hard drives must only be used for the designated purpose.
- Use appropriate language.
- Do not reveal any personal details or details of fellow students or colleagues.
- Respect privacy.
- Notify a teacher or learning technology administrator if you suspect a security problem.
- Do not modify any settings (screen savers, shortcuts etc).

Care of Hardware/Software

- System administrators maintain the network. Staff and students do not attempt maintenance.
- Transfer of software between schools and home is not permitted. This includes downloads from the Internet and e-mail.
- Network machines will be systematically virus checked.
- All software purchased by the school is for school use and may not be copied or borrowed.
- Movement of equipment requires the administrator's approval.
- Equipment may be lightly cleaned by staff.
- Interactive Whiteboards will be turned off at the end of each day.
- No sharp objects near the Interactive Whiteboards.
- Whiteboard markers are not to be used on the Interactive Whiteboards.
- Digital cameras and other ancillary equipment should be returned to storage lockers
- Batteries for digital camera are to be recharged.



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Publishing Work

- Students should thoroughly check work before publication. This includes spelling and grammar checks.
- Limit colour printing to special occasions.
- All student work to be published requires teacher approval.

Internet Usage

- Students may have access to the Educache where all sites have been scrutinised.
- Students must seek permission from a teacher before accessing the World Wide Web.
- When using the Internet, students will only access appropriate information, which is relevant to their work.
- Downloading of any material by students requires teacher permission.
- Students must inform teachers if a site is accidentally accessed.
- Teachers have the right to review any material that has been accessed or saved.
- Consent forms completed upon enrolment by parents/carers which will enable student publication or information about students to be placed on the internet.
- Prior to using the internet students will sign Appendix A.

Acceptable Use of E-mail

- Students are to use normal polite and considerate language when using e-mail.
- Cyber Bullying will not be tolerated (refer to Anti-Bullying Policy).
- Students should not send inappropriate material.
- Student must inform a teacher if they receive inappropriate material.
- Teachers and administrators have the right to review any material received or sent.
- Photos will be published without names but should exclude students who do not have consent forms that authorise their photograph to be published.
- Text documents should only publish first name.
- Copyright laws must be adhered to.
- The upload of web pages must go through a system administrator.

Copyright

- Permission from the owners must be gained before copied work may be published on the Internet.
- All software applications must be used in accordance with their copyright laws.



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Appendix A

When I use the Internet, I have responsibilities. I agree to:

- *Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.*
- *Be respectful in how I talk to and work with others online and never write or participate in online bullying.*
- *Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.*
- *Not bring or download unauthorised programs, including games, to the school or run them on school computers.*
- *Not go looking for rude or offensive sites.*
- *Use the Internet at school to help me to learn.*
- *To follow internet tasks as outlined by the teacher.*
- *Remember that the content on the web is someone’s property and ask my teacher to help me get permission if I want to use information or pictures.*
- *Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).*
- *Talk to my teacher or another adult if:*
 - *I need help online.*
 - *I am not sure what I should be doing on the Internet.*
 - *I come across sites which are not suitable for our school.*
 - *Someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.*
 - *I feel that the welfare of other students at the school is being threatened by online activities.*

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Name:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature :Date:.....

Date Ratified at School Council _____ Principal signature _____

S.C. President signature _____ Next Review Date _____



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Yea Primary School Facebook Page Guidelines

Yea Primary School Facebook Page is provided for our parents and the wider the community so that they can share news about Yea Primary and the achievements of the students and staff as well as other relevant school information.

All comments posted on this page are at the discretion of the page administrators.

Naming specific employees or students in a negative way will not be allowed. The page administrators will review all postings to make sure they do not violate the schools Acceptable User Guidelines regarding Internet access and practices, as well as Family Educational Rights and Privacy Act provisions.

People making comments on the page are requested to show respect for their fellow users by ensuring the discussion remains civil, especially since Facebook allows individuals 13 and over to join. Comments are also subject to Facebook's Terms of Use and Code of Conduct. Remember that your name and photo will be seen next to your comment, visible to anyone who visits the page.

We welcome your thoughts and comments and look forward to what you have to say.

However, we will not leave postings that:

- Contain abusive, discriminatory or inappropriate language or statements. This includes remarks that contain obscenities or are sexually explicit.
- Easily identify students and/or staff in defamatory, abusive, or generally negative terms. If you disagree with the content, we ask that you refrain from personal attacks or being disrespectful of others.
- Do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or goad others into inflammatory debates.
- Malicious intent and or participation not in the spirit of civil conversation will be excluded.
- Are Off Topic. We will exclude comments not related to the subject of the conversation. If you have a question to ask on a different topic, please contact us via email. It is always best to start with the person most involved with your topic (classroom teacher, principal, etc.).
- Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product.
- Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
- The page administrators reserve the right to not post or remove any comments at any time, for any reason. Repeat offenders will be blocked from posting. If you have feedback or would like to report an inappropriate comment for us to review, send an email to yea.ps@edumail.vic.gov.au
- All statements and viewpoints expressed in the comments are strictly those of the commenter alone, and do not constitute an official position of Yea Primary School unless they are posted by the original author (who is an authorized representative of the School) or by a subject matter expert responding on behalf of the School.