SANDRINGHAM EAST PRIMARY SCHOOL

Internet and Email Usage Policy

RATIONALE

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

AIMS

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.
- To communicate and share information with peers and teachers.

IMPLEMENTATION

- 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.
- 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 and email filters, and all other issues related to internet access by students.
- 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.
- No child shall access the Internet unless under the supervision of a teacher or appointed responsible adult.
- All students in Years 2 to 6 will be provided with individual and confidential computer and network logons and passwords. Foundation and Year 1 students will be given a Grade logon for the computers and network.
- 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 ICT Coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the ICT Coordinator of inappropriate material shall include the removal of access rights. See SEPS Acceptable Use Agreement.
- A SEPS Acceptable Use Agreement, signed by All SEPS Students and Parents, is required to be completed at the start of every school year in order to gain access to the internet, email, video conferencing, to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student’s first name and last initial will be used.
- Teachers are responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.

This policy should be read and reviewed in conjunction with the ICT Policy, Cyber Bullying and Cyber Safety Policy and the SEPS Acceptable Use Agreement

EVALUATION

This policy will be reviewed as part of the school’s three-year review cycle.

This policy was ratified by School Council - Sept 2013