1 RATIONALE

St Agnes’ Primary School provides computer facilities for the use of the school community. As Information Technology in all its many forms, becomes an increasingly important tool for human life, it is vital that children become innovative, knowledgeable, skilful, adaptable and enterprising users of the technology.

We recognise that student instruction and student learning will change as telecommunications and other new technologies alter the ways which information may be accessed, communicated and transferred through access to online services.

At St Agnes we recognise electronic information research skills are now required as essential knowledge for members of our society and as future employees. In responding to these changes, St Agnes Primary School actively supports access by students to the World Wide Web.

The Internet is a vast network, which links computers to many sites throughout the world. Using the internet, we can communicate with people all over the world, through electronic mail and by accessing infinite amounts of information that have educational value.

St Agnes’ Primary School provides Internet Access for School related purposes. Students may only use school internet services for authorized activities, which relate to the curriculum. Students are expected to use the internet in a manner consistent with the ethos and the Christian values of the school. Students are expected to use the resources in a responsible manner, which demonstrates respect for others, honesty, courteous communication and adherence to all relevant rules.

2 PURPOSE

The use of learning technologies (CD player, computers, digital camera, scanner, printers, tape recorder and listening post) at St Agnes encompasses every aspect of our teaching and learning environment. Accordingly, the purpose of this policy is to assist students in the appropriate use of technologies.

3 IMPLEMENTATION

St Agnes’ Primary School will be using the services of the Catholic Education Office Virtual Private Network, myinternet, AAPT and Victorian Educational channel. The Education Channel provides a list of approved sites that students may use. However, it is not always possible to guarantee that students will not accidentally or purposely find inappropriate
material that may be objectionable. Therefore, students must be supervised at all times whilst using computers.

Breaches of rules and guidelines will result in the removal of internet access and possible further action. (See 5.1 General Rules of Usage & 11 Consequences for Disregard of Acceptable Use Policy)

4 RESPONSIBILITIES

4.1 School

St Agnes (Principal, teachers, parents, and students) are committed to implementing and upholding the Acceptable Use Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students.

St Agnes endeavours to ensure that information published on the Internet by students or the School under the School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

4.2 Staff

St Agnes expects that staff will incorporate appropriate use of the learning technologies throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. Teachers will inform students and parents of the dangers of inappropriate use and the reason why the school has this policy in place.

4.3 Students

Students are responsible for good behaviour, which includes appropriate communication when using Learning Technologies equipment. Students will be expected to comply with school standards and to honour the agreement they have signed. Students have their own login name and password, which gives them access to the school Intranet. They can access this both at school and at home. This gives them access to their own e-mail and access to their specified myclasses page. Students are responsible for using these in an appropriate manner. Students **ARE NOT** to share passwords. If a student thinks somebody knows their password, it is their responsibility to notify the I.T. Coordinator immediately.

4.4 Parents

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. These standards will be in accordance with the School Vision Statement and other general policies. Please note that while using myinternet at home, school filters do not apply. The filters you have set for your home PC are in effect.
5 USE OF COMPUTERS AND OTHER LEARNING TECHNOLOGIES EQUIPMENT

The care and correct use of our Learning Technologies equipment is extremely important to the continued success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of our computers and other equipment.

5.1 General Rules of Usage

Hands should be clean at all times when using any Learning Technologies.

No food or drink is permitted near any Learning Technologies.

Modifying settings on the computers, e.g. background, screensavers, shortcuts, etc. will be permitted only by the systems administrator or class teacher.

The transfer of software/disks/CDROMS between school and student's home is not permitted except where authorized via agreement between class teacher and IT Coordinator. This includes project files, files downloaded from the Internet, etc.

If in doubt, students need to seek clarification from teachers.

6 CARING FOR THE LEARNING TECHNOLOGIES

Caring for the Learning Technologies is the responsibility of the class and teachers wherever it may be housed. This includes:

- The computer
- Monitor/Screen
- The keyboard
- The mouse
- Speakers
- Headphones
- Printers
- Scanner
- Digital Camera
- Laminator
- CD Players
- Televisions/ video recorder/ Averkey equipment

Equipment should be wiped down with a dry, clean cloth on a regular basis and stored, where possible after use.
The Information Services Unit (I.S.U) is the responsibility of all students and staff who use the facility. Computers need to be shut down at the end of each day, chairs put back in place and any papers removed from the benches, ensuring the ISU is tidy.

7 USE OF THE INTERNET

The Internet is simply described as a ‘network of networks’. It consists of many different computer networks connected through a global web of telecommunication links.

We at St Agnes Primary School provide students with Internet Access for educational purposes. It is an important resource in many teaching and learning programs because information is readily accessible and transmitted with great speed and low cost.

We also provide the children with a learning management system called myinternet. This gives the children access to their own e-mail, and their own class page set up by their teacher. This is managed by the teacher and is only available to people with a login name and password. Students can add their work to a class page, which gives other people the option to view their work.

7.1 Guidelines

Acceptable Use of the World Wide Web

• Students must always seek permission from a Teacher and be under Teacher supervision when accessing the World Wide Web.
• Students should not look for, view or download unacceptable graphics, sounds, or text files at any time.
• A teacher must authorize the downloading of ANY materials from the Internet.
• If a student accidentally accesses an inappropriate site, the monitor is to be turned off immediately and the teacher notified.
• No child’s name may be used in connection with any material published on the World Wide Web.

8 ACCEPTABLE USE OF E-MAIL FACILITIES

8.1 Role of Students

All students will be given usernames and passwords, which provide them with internet and email access. Consequently, students are able to receive and send emails within the school and from outside sources.

• Students under no circumstances should provide their password to another person.
• Students must always implement responsible behaviour when using e-mail facilities.
• Students must be polite, using only appropriate language.
• Students must proofread e-mail messages before they are sent.
• Students are strictly forbidden to send via e-mail personal information about them or others i.e. full name, address, phone number, etc..
• Students should maintain and audit their personal accounts and the contents of folders i.e. deletion of read emails. Unacceptable files found within these folders will be removed. Should a student find an unacceptable file within their folder they should notify the teacher.
• Students are to delete e-mail messages after they have been read. A hard copy may be printed as a record.
• Students should not repost a message that was sent to them privately without the permission of the person who originally sent the message.
• Students must not access any other person’s e-mail at anytime.
• Students must obtain copyright permission if they are to use someone else’s work.
• Students are to immediately inform a teacher should they receive an e-mail which makes them feel uncomfortable or is not acceptable, such as inappropriate language.
• Students are not to send chain or junk mail.
• Students are not to give out other students e-mail address.

9 MONITORING AND FILTERING

The school is connected to the Internet through AAPT. AAPT provides a set of Internet management tools to schools using their service. These tools include the Victorian Education Channel, a facility to filter web sites and email, tools to monitor the use of the internet as well as tools to control access rights. All school internet users enter a username and password when they wish to browse the web or send an email. This allows tracking and setting of individual access privileges, including myinternet, email, personal homepage, access to the Educational Channel and beyond to the World Wide Web.

10 COPYRIGHT LAWS

• Students and teachers must respect Copyright Laws when copying any type of material for use in their work.
• If student work is to be published only within the school setting (e.g. books, posters, presentations, intranet, etc) then materials copied from other sources need only be referenced in a bibliography or reference list.
• If student work is to be published on the World Wide Web, permission must be gained from the owner of any work, e.g. pictures, sounds, etc. Such permission may be gained through email contact, written requests, etc.
• If students are unsure as to whether they need Copyright permission they must ask a teacher.

10.1 Plagiarism

Students and teachers must not plagiarise the work found on the internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.
10.2 **Publication of Student Work**

Work to be published for viewing or use only within the school or the setting does not require parental permission. This includes parent newsletters and publications to the myclasses page.

10.3 **Publishing Work Using Learning Technologies**

Students should check their work before attempting to publish/print it using Learning Technologies. Work must be authorized for publication by the classroom teacher.

11 **CONSEQUENCES FOR DISREGARD OF THE ACCEPTABLE USE POLICY**

Students at St Agnes Primary School have access to extensive Learning Technologies. They have a responsibility to use it appropriately.

Offences will be recorded by the I.T. Coordinator and the Principal, and student(s) involved will be notified. The school will use their professional judgment in dealing with any misdemeanors. Deliberate violation of this policy may involve the following:

- Verbal warning is issued to students and his/her name will be recorded. Parents may be contacted.
- Written warning issued to student to go home to parents. Warning to be returned to school signed by parent.

**SUSPENSION:**
- Short term (one week) suspension from using any Learning Technology within the school, letter home to parents, returned signed.
- Long term (one month) suspension from using any Learning Technology within the school, letter home and interview with the parents.

12 **STUDENT CODE OF CONDUCT**

All students are expected to sign an Internet Use Agreement. See Appendices I & II.
Appendix 1

ST AGNES PRIMARY SCHOOL
HIGHETT

Acceptable Use Policy (Year 2-6)
INTERNET USE AGREEMENT

When using the Internet at St Agnes Primary School I will:
- Only work on the web for the purpose specified by my teacher.
- Not give out personal information such as my surname, address, telephone number, parents’ work address/telephone number etc.
- Turn off the monitor and inform the teacher if I come across any inappropriate material
- Never send a person my picture without first checking with my teacher.
- Always have my teacher’s permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Contact my teacher and show them any inappropriate message.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten or annoy another person.
- Follow school guidelines & procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my internet access rights for a period of time determined by the school.

Student Name

Student Signature

Date

PARENT CONSENT

As the parent / guardian of this child, I have read the "Acceptable Use Policy". I understand that internet access is designed for education purposes. I understand that St Agnes School will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable materials. I understand that home filters apply when my child is on the school website and My Internet pages, not the school filters. I grant permission for my child to use the Internet in a manner described by this policy.

Parent/ Guardian Name

Parent/ Guardian Signature

Date
Appendix II

ST AGNES PRIMARY SCHOOL
HIGHETT

Acceptable Use Policy (Prep & Year 1)

INTERNET USE AGREEMENT

I agree to allow my child to access the Internet as specified within the policy.

I understand that my child may receive internal incoming e-mail correspondence and I understand the filtering process in regard to e-mails within the school.

I expect that adequate supervision will be available when my child is using the Internet.

I have explained to my child that he/she should turn off the monitor and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.

My child is aware that he/she should never give out personal information, including their phone number, last name or home address etc when using the Internet.

PARENT CONSENT

As the parent/guardian of this child, I have read the "Acceptable Use Policy". I understand that internet access is designed for education purposes. I understand that St Agnes School will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable materials. I understand that home filters apply when my child is on the school website and My Internet pages, not the school filters. I grant permission for my child to use the Internet in a manner described by this policy.

I give permission for -------------------------------------- to use the Internet at St Agnes Primary School

Parent/ Guardian Name ------------------------------------------
Parent/ Guardian Signature ---------------------------------------
Date ---------------------------------------