



# INTERNET USAGE

## POLICY

### Rationale:

- Discriminating and effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

### Aims:

- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in discriminate and appropriate internet and computer usage.

### 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.
- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Students will be held responsible for all activity that occurs under their log in and password
- Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the school's '*Student Code of Conduct for Using Electronic Devices and the Internet*' form
- Technical support is provided in conjunction with the principal, to manage all e-mail access, maintenance of the schools web site, web filters, and all other issues related to internet access by students and teachers.
- 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.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Consequences of publishing, accessing or failing to notify the teacher of inappropriate material shall include the removal of access rights.
- A signed parent and student '*Student Code of Conduct for Using Electronic Devices and the Internet*' form is required to be completed in order to gain access to the internet, or 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. Students will only identify themselves on the internet by their first name and last initial.
- The school will provide appropriate professional development and support for all staff.

Reference:

- This policy has been developed in conjunction with the DEECD's School Policy and Reference Guide  
<http://www.education.vic.gov.au/school/principals/spag/Pages/spag.aspx>

**Evaluation:**

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

This policy was last ratified by School Council in....

**MAY 2015**



## APPENDIX A

# MORTLAKE COLLEGE

## Student Code of Conduct for Using Electronic Devices and the Internet for students from Prep - Year 4

Computers can help me learn. If I want to use a computer at school, I must follow these rules:

1. I must have my teacher's permission before I can use a school computer or iPad.
2. I will take great care when using a school computer or iPad.
3. When using a computer or iPad at school, I must always follow my teacher's instructions.

Students Name: \_\_\_\_\_ Class: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

### Information for Parents / Guardians

Using computers, iPads, the Internet and the resources they have to offer, is an important part of learning. As a student of Mortlake College, your child will need to access electronic devices and the Internet to help with their learning.

**However, access to electronic devices or the Internet (which includes the World Wide Web and e-mail) is a privilege and not a right. To have access, students must be responsible. This code of conduct for Prep - 4 is one of the steps that will help students become responsible users of electronic devices and the Internet.**

### Parents / Guardian Form

I give permission for my child to use the Internet. I accept the conditions outlined for my child. I agree that the College wishes to protect my child from gaining access to inappropriate or undesirable material.

The school news is available in many digital spaces. These include the school website and the school Facebook page. At times, articles about our school appear in the local newspapers, which are published online. The weekly school newsletter is published online via the school website.

I give permission for the college to electronically print information including my child/children in the weekly newsletter and publish it on the Internet.

I give permission for photographs of my child undertaking school activities to be posted on school websites, blogs and wikis.

I give permission for my child to be photographed by representatives from newspapers.

Parent / Guardian Name(s) \_\_\_\_\_

Parent / Guardian Signature(s) \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Classroom Teacher: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

The school intends to put the newsletter online via the College website.

I give permission for the college to electronically print information including my child / children in the weekly Newsletter and publish it on the Internet. I give permission for photographs taken of my child undertaking school activities to be posted on the school website and other school sanctioned websites such as blogs and wikis.

**Parent / Guardian Name(s) :** \_\_\_\_\_

**Parent / Guardian Signature(s) :** \_\_\_\_\_ **Date:** \_\_\_\_\_



## MORTLAKE COLLEGE

### Student Code of Conduct for Using Electronic Devices and the Internet from Years 5 to 12

Mortlake College recognises that student instruction and student learning will change as telecommunications and other new technologies alter the ways in which information is accessed, communicated and transferred through access to on-line services.

The College also recognises that electronic information research and communication skills are now required as essential knowledge for students, and as future employees.

In responding to these changes, the College actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources.

Access to Internet will enable students to explore thousands of libraries, data-bases, bulletin boards and the world wide web and to create, share and exchange information with people throughout the world.

**However, access is a privilege and not a right. Access entails responsibility.**

#### Electronic Devices & Internet Users Code of Conduct

**Student Name:** \_\_\_\_\_

**Home Group:** \_\_\_\_\_

1. The College's Internet facility exists to provide access to curriculum related information. I will not use this facility to look for material which is not related to my school work unless I have been given permission by the College staff.
2. Publications dealing with inappropriate material such as illegal activities, pornography and extreme violence are not permitted at the College. I will make no attempt to access any material that may be deemed inappropriate by the College. I will report any accidental occurrence of inappropriate material to a teacher.
3. Information published on the Internet may be inaccurate or may misrepresent a person or situation. Thus I will take care in my use of this information.
4. I will not break copyright law by copying and/ or redistributing another's work without correctly acknowledging them. (Where possible, write down the author/ date/ address (URL))
5. The behaviour I show will be cooperative, mature, responsible and courteous. I will refrain from using obscene, harassing or abusive language and will report any cases of such usage against me to a teacher.

The Commonwealth Crimes Act States that a person shall not knowingly or recklessly:

- Use a telecommunications service supplied by a carrier to menace or harass another person; or
  - Use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
6. In fairness to other users I will make my Internet use as efficient as possible.
  7. I will not damage hardware or change any software configurations on school owned devices. I will not access the control panel or change the display settings on any device including the screen saver. I will not add any unauthorised programs or files.
  8. I will not use school devices or my own device playing non-educational games at school.
  9. Email accounts are no longer automatically given to students. In some instances a teacher may grant me an email account. I will respect the email privacy of other students and I will ensure that the email that I send will not contain any inappropriate or offensive material. I will report any cases of such usage against me to a teacher. No teacher will read my email unless an email violation report has been sent or if the teacher suspects that my account is not being used for educational purposes.

References:

11. When sending e-mail, publishing work on the College's web site or any other form of communication over the Internet, I will not reveal personal information including surnames, addresses, telephone numbers and credit card details of myself or others.

12. I will only use my username and password when accessing the Internet or the school printers. I will make no attempt to acquire and/or use the password of any other student and/or teacher/staff.

I have read and have agreed to follow these rules and am aware that breaking them may result in severe penalties such as immediate disqualification from the use of the College's Internet and computer facilities and I may face further disciplinary action as determined by the College Principal. I am aware that if I use my own electronic device inappropriately at school it may be confiscated for a period of time.

**Student's Signature:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_

**Parents / Guardian Form**

I have read the *Mortlake College Student Code of Conduct for Using Computers for Students in Years 5 to 12* and give permission for my child to use the Internet. I accept the conditions outlined for my child. I agree that the College wishes to protect my child from gaining access to undesirable material. I will ensure that no inappropriate material is brought to school on my child's own electronic devices.

**Parent / Guardian Name(s):** \_\_\_\_\_

**Parent / Guardian Signature(s):** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

**Coordinator's Signature:** \_\_\_\_\_ **Date:** \_\_\_/\_\_\_/\_\_\_

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**Parent / Guardian Name(s) :** \_\_\_\_\_

**Parent / Guardian Signature(s) :** \_\_\_\_\_ **Date:** \_\_\_\_\_