ST JOSEPH'S PRIMARY SCHOOL

ACCEPTABLE INTERNET USE POLICY

PURPOSE

This policy sets out for users what are appropriate actions, responsibilities, obligations, behaviour and uses of electronic networks at school, based on CEO guidelines. The majority of computers at St. Joseph's *are to be linked to a network to form a school-wide intranet. It is connected to the Internet, including access to e-mail.*

This policy is a demonstration of our on-going commitment to the development of skills and attitudes for staff and students to become proficient and ethical users of this educational tool for educational purposes directly linked to students learning.

BROAD GUIDELINES

1. If the parent/guardian choose for their child to have access to the Internet, the students will sign a contract specifying their obligations. The parent or guardian of the child will countersign this contract.

   (Completed contracts will be stored in the Office for safekeeping.)

2. *The code of conduct will be displayed in computer areas.*

3. *In accordance with copyright laws students are not to bring CD-ROM's from home.*

4. Students are to use the Internet sensibly and follow teacher's directions with regard to Internet, intranet or email usage.

5. Effective teaching and learning tasks will be combined with close monitoring and supervision in order to minimise access to inappropriate sites.

6. Any student who uses the intranet/internet in a manner contrary in the intention of this policy will have access privileges withdrawn for a period of time.

7. Parents/Guardians will be informed in writing of any breach of the contract and the consequences of future breaches.

St Joseph's Primary School
INTERNET ACCEPTABLE USE CONTRACT

Student Name : _____

Teacher: _____ Class: _____ Year: 20__

Parent/Guardian and Students of St Joseph's Primary School are required to read and sign the following contract before access to the Internet will be given.

1. I understand that the use of the school computers and access to the Internet is a privilege not a right. I understand that if I do not use the computers correctly I will not be allowed to use them.

2. I understand that the computer is a tool that is there to help me to learn and gather information.

3. I will be a responsible computer user and take great care of computer equipment in the school.

4. I will report any inappropriate behaviour or material to the teacher immediately.
5. I will click "HOME" or "CLOSE" the window, if I find something that is offensive or makes me feel uncomfortable and then tell the teacher.
6. I will not bring disks, CD's, software or programs to use on school computers without teacher permission.
7. I will not load or down load any programs unless I have the teacher's permission to do so.
8. I will only send or receive emails directed by teachers.
9. I will not send private emails or use chat lines from school computers.
10. I must have my teacher check any information or e-mail messages I wish to transmit before sending them.
11. I will be thoughtful, courteous, respectful and tolerant of others opinions and viewpoints.
12. I will be polite and act responsibly while using the Internet and use appropriate language
13. I will stay out of other people's folders, work or files.
14. I understand that I must always follow the directions given to me by my teacher regarding the use of the Internet.
15. I understand that at no time am I to give out any personal information about myself, other students, teachers or other people. I understand this includes surnames, photographs addresses, phone numbers or location of my school.
16. I understand that I must acknowledge all sources of information.

Students Signature: _____   Date:

_____

Parents/Guardians Consent

I have read the St Joseph's Primary school Acceptable User Policy. I fully understand that the Internet access at St Joseph's Primary School is designed for educational purposes. I also appreciate and understand that although the school has monitoring procedures in place to prevent access to controversial materials, this is not always possible.

I have discussed the Contract with my son/daughter.

I give permission for my child to use the Internet in accordance with the terms set out in the St Joseph's Internet Acceptable User Policy
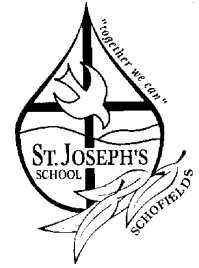
I do not give permission for my child to use the Internet in accordance with the terms set out in the St Joseph's Internet Acceptable User Policy

Parent/Guardian Signature: _____   Date:_____

ST JOSEPH'S PRIMARY SCHOOL

INFORMATION TECHNOLOGY GUIDELINES FOR PARENTS AND STUDENTS

Our students here at St Joseph's live and come to school in a world that is constantly changing. Information Technology is a major force in changing their world. Here at St Joseph's, teachers and students are working together, to develop each others technology skills, so we can be active participants in the electronic world of the 21st century. The Catholic Education Office in Parramatta is also working towards this goal with the development of Internet and networking services to our school.

Here at St Joseph's, the teachers will endeavour to ensure student's Internet access will be monitored. However, there will be times, when children accidentally come across material that is unsuitable or makes them feel uncomfortable. The student "contract" outlines guideline procedures children will need to follow in such instances. Staff will endeavour to ensure they will use the Internet appropriately and keep up to date via professional development.

Photos, work or videos may be published on school web pages, but students will not be individually identified. By giving your permission for your child to use the Internet, you also agree to their work or photo being placed on the World Wide Web. If you want your child to use the Internet, but don't want their photo to be used, please contact the office to have this information recorded.

Attached to this letter are the St Joseph's Acceptable User Policy and the Student Contract with a permission form. They are written to ensure that your child's computer use is safe, exciting and beneficial to his/her learning. We ask that you read these guidelines with your child, sign and date the form and return it to the class teacher. Students will not be able to access the Internet unless written permission is granted by parents/guardians and returned to the school.

If you have any questions about the use of technology of the Internet at St Joseph's, please don't hesitate to contact the school.

Yours sincerely

Mr Greg Thomas
Principal