



Internet Procedures

INTERNET PROCEDURES:

These procedures compromise four sections - one for student use, one for staff use, one for Internet access details and one for the School web site. Students will be given a version of this in language suitable for them. All students are to be verbally advised of the requirements, and where appropriate, the reasoning behind them.

Contents

[Section 1 - Students](#), [Student Internet Access](#), [Unacceptable Uses](#)

[Section 2 - Staff](#), [Staff Internet Access](#), [Unacceptable Uses](#), [Due Process](#), [Working with Children](#)

[Section 3 - School Web Site](#), [Update of Site](#), [Student Work](#)

[Section 4 - Internet Access Details](#)

Section 1 - Students

Student Internet Access

1. All students will have access to Internet resources through the 1:1 Netbook program or the school's Netbooks.
2. When students have e-mail access, they will be under direct teacher supervision when using student e-mail accounts. E-mail to and from students can be screened.
3. Students are to be actively supervised at all times when accessing the Internet.

Unacceptable Uses

The following uses are considered unacceptable:

1. Personal Safety

Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, etc.

2. Illegal Activities

Students will not attempt to gain unauthorised access to any other computer system through or go beyond the school authorised access account. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing"

3. System Security

Students are not to download programs or files without seeking permission from the IT Manager first.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on our school's website.

1. Students will use appropriate language and communicate positively when communicating electronically.
2. Students will stop sending or posting unwanted or harassing communication when asked to.

5. Plagiarisms and Copyright Infringement

Teachers need to be aware of copyright laws with regards to information on the World Wide Web. Teachers must enforce these laws with regard to student material taken from the web.

Section 2 - Staff

Staff Internet Access

1. All staff will have access to Internet resources through DET notebooks and the staffroom computer.
2. Staff are assigned an edumail account. The school edumail accounts are to be used for official correspondence only. Staff are to respect each other's privacy with regards to e-mail as they would any other form of correspondence.

Unacceptable Uses

The following uses are considered unacceptable:

Illegal Activities

Staff will not attempt to gain unauthorised access to any other computer system through or go beyond the school authorised access account. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

System Security

Staff should seek advice from the Digital Learning Specialist and IT technicians when downloading.

Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. When acting in an official capacity on behalf of the school, or using the school e-mail accounts, the following points are to be noted.

1. Staff will use appropriate language and communicate positively when communicating electronically.
2. Staff will stop sending or posting unwanted or harassing communication when asked to.

Respect for Privacy

Staff will maintain the privacy of others when using the internet.

Plagiarism and Copyright Infringement

Staff needs to be aware of copyright laws with regards to information on the World Wide Web. The same precautions are to be taken with information from the World Wide Web as those of print. When in doubt, contact the Webmaster of the site you seek information from.

Inappropriate Access to Material

Staff will not use the school computers and DET notebooks to access material that is unlawful or violates school and DET policy.

Due Process

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal digital activities conducted through the school system.

Working with Children

When working with students on the Internet, staff are to actively supervise students at all times. If students are observed to be accessing inappropriate materials, this needs to be referred to the Wellbeing Team, who will decide on the course of action in consultation with the Digital Learning Specialist and Principal if necessary.

Where students inadvertently access inappropriate material the site is to be turned off immediately.

Staff members are to encourage responsible student access at all times.

Section 3 - School Website and Social Media

The website and Facebook page are updated regularly. Items on the website and Facebook page can include students' work, upcoming events, photos of events, area homepages, curriculum areas, weekly newsletter, school documents including policies, cultural information and other items deemed to be newsworthy. The Assistant Principal is responsible for updating the site and Facebook page, and other staff are encouraged to contribute.

Upon enrolment, parents are asked to provide permission for their child/ren to have their photos published electronically through our website and Facebook page.

Section 4 - Internet Access Details

Our School currently has broadband Internet Support Services. The school also has its own website: www.eppingviewsps.vic.edu.au.

The school administration email is eppingviews.ps@edumail.vic.gov.au

Upon commencing employment with DET, internet access is granted to staff and they are assigned with an edumail account.

RELATED POLICIES AND RESOURCES:

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/internet.as>

EVALUATION:

These Procedures will be reviewed as part of the school's four-year review cycle.

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

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