

St Theresa's Primary School, Albion

Electronic Mail & Internet/Intranet Policy

Rationale :

An appropriate code of practice for the use of internet/intranet and e-mail systems at our school is essential. It will ensure that staff, students and parents of St. Theresa's who use our system do so in an appropriate manner.

Beliefs :

- We believe that the Internet, Intranet and e-mail systems are a vast, diverse and unique resource, which we encourage all students and staff to use as a tool for teaching and learning.
- We believe that access to this technology is a privilege not a right.
- We believe every user has a responsibility to ensure it is used appropriately.

Aims:

We aim

- To provide access to computers and the internet to all children and teachers at our school.
- To provide a safe and appropriate access to all our users.
- To provide the best possible communications technology to our users.
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

Implementation:

- 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.
- The School allows access to these systems for legitimate work and educational related purposes.
- No one is permitted to access the School's e-mail system without an understanding of these guidelines, authorization from the School and an individual password from the school's computer system administrator.
- A SINA administrator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights for a period of time. For grave misdemeanours, and in the case of staff, this may mean dismissal.
- Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- We will ensure that all external correspondence by e-mail is identified as coming from the School by way of setting up a generic disclaimer to attach to all users email accounts.
- People using the school's e-mail system may **not** use it in a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, or insulting to any other person.

- People using the school's e-mail system may **not** use it to access, view, download, print or send messages or attachments which include inappropriate language, sexually explicit messages and pictures, offensive or inappropriate jokes and inappropriate references to people.
- People using the school's e-mail system may **not** use it to access other peoples e-mail accounts
- People using the school's e-mail system may not use it for sending chain mail, gambling, participating in on-line games, retrieving games or screen savers unless there is a business need to do so; joining a mailing list or chat group; posting messages to news groups, or engaging in on-line purchasing or selling; distribute the copyright of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other download information; for intentional dissemination of any computer viruses; for personal advertising or for personal profit making; for sending, forwarding, printing or receiving any material or data which does not comply with the School's policies and procedures or which is contrary to the School's best interest or confidential.
- Computer users must discourage third parties (such as family, friends and workmates) from sending inappropriate messages or attachments.
- If a computer user receives an inappropriate message or attachment to an e-mail he or she must:
 - send an e-mail to the person who sent the inappropriate e-mail, which indicates that such a message should not be sent;
 - forward a copy of this response, together with the inappropriate e-mail to the School's computer Systems Administrator;
 - delete the e-mail.

While using the School's Internet facilities, Computer Users **must**:

- Check that any files downloaded are virus free before they get into the school network.
- Download the files to the computer hard disc or a floppy disc so that they can be virus checked prior to use.
- Only transfer Internet files into the School's network system once these Internet files are proven to be free of viruses.

While using the School's Internet facilities, Computer Users **must not**:

- Misrepresent or attempt to misrepresent their identity.
- Subscribe to Internet or mail lists without specific authorisation from the School.
- Download files directly from the Internet into the School's network system without complying with the requests set above.
- Post any information on the Internet news groups, bulletin boards or similar forums on behalf of the School unless specifically authorized to do so.
- Lift information from articles on the Internet unless adhering to the same protocols for recognizing source information that apply to the use of hard copy documents as reference or research material.
- Limited and occasional personal use of the School's e-mail and Internet system is acceptable. However, use of Internet and e-mail must not interfere with the Computer User's work obligations. Any use of the School's computer system by the Computer User must comply with the terms of this policy. Any breach of this policy while using e-mail or Internet for personal or legitimate work related purposes would result in disciplinary action being taken. Such action may include termination of employment.

INTERNET / EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the internet I will:

- Only work on the web for purposes specified by my teacher
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking 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.
- I will not use material from other web sites unless I have permission for the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Internet/Email committee.

Student Name _____
Student Signature _____
Date _____

Parent/Guardian Agreement:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I do/do not consent to my child having their first name (last initial) published on the school's Internet site.

I do/do not consent to my child having their picture published on the school's Internet site.

I do/do not consent to my child corresponding with others, using email.

Parent/Guardian Signature _____
Parent/Guardian Name _____
Date _____