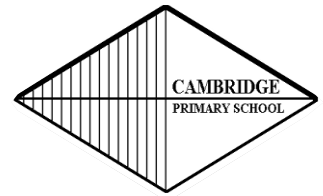


## INTERNET ACCEPTABLE USE



### Purpose

- To minimize the risk of exposure by students to unsuitable materials.
- To form a partnership between students, parents and teachers in developing an Internet Code of Practice.
- To prevent breaches of copyright, either inadvertent or deliberate, by members of the school community.
- To preserve confidentiality of members of the school community.
- To allow students to become familiar with and competent in the use of appropriate skills and judgement required to deal with the range of information and facilities available.

### Guidelines

- Internet at Cambridge PS is underpinned by:
  - recognition that the Internet is a large and valuable source of information for students, teachers and parents
  - recognition that the Internet is an increasingly utilized and accepted means of communication throughout the field of education and the wider community.
- Students will demonstrate basic online skills before gaining access to the school's online resource network.

### Implementation

- Students, teachers and parents will need to log on including entering passwords before accessing the Internet.
- Students in Grade 3-6 will have individual User Names and Passwords.
- Students in Grades P-2 will have grade User Names and Passwords
- Filtering software provided by the school's ISP utilized for web browsing and email.
- Other inappropriate websites will be blocked at the school level.
- Students will search the Victorian Education Channel to access material. If the desired material is not available, students can search the World Wide Web in conjunction with the supervising teacher.
- Searching through the Internet without the express permission and guidance from the supervising teacher is not allowed.
- Each student will complete an Internet Acceptable Use Agreement proforma when they commence at Cambridge Primary School prior to using the internet, to be signed by the parents before accessing the Internet.
- Parental Permission will be obtained before photographs of students can be published on the CPS website.
- Family names of staff and parents may only be used on the CPS website with express permission.
- Specifically, the following is not permitted:
  - Intentionally wasting resources
  - Using unacceptable language in communications
  - Attempting to publish or download any material that is drug-related, pornographic, of a violent nature, contains explicit language, or contains information on hacking or other subjects which may be detrimental to the school
  - Changing any settings without the express permission of the supervising teacher
  - Using other users' passwords
  - Trespassing in the files of others
  - Sending or displaying offensive materials
  - Harassing, insulting or attacking others
  - Damaging equipment, software or the network
  - Violating copyright laws
  - Using chat or video conferencing without express permission
  - Sending emails that have not been checked by a teacher.

### Evaluation

- The policy will be monitored regularly via the school's existing policy.
- Electronic records of Internet use by student and grade will be monitored via inbuilt software-based monitoring devices and teaching staff.

<u>Ratification Date</u> May 2007	<u>Review Date</u> Year 2011	<u>Policy Number</u> 12.	<u>Version Number</u> 3.	<u>Date Produced</u> March 1999
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