

GLADSTONE PRIMARY SCHOOL

47. INTERNET AND CYBERSAFETY

Rationale

To provide guidelines for the use of the internet in the school.

Guidelines

1. Internet access may be used by staff and students so that they: have access to information to enhance and support curriculum outcomes, become responsible and independent users of the Internet, gain and develop skills needed to search for information, interpret and discriminate information, further their individual professional development, and use e-mail to enhance and support curriculum outcomes.
2. In addition all staff are permitted to have access to e-mail (outside teaching time) and the Internet for reasonable personal use. This is a privilege. Anyone who uses school Internet access in an inappropriate manner will lose the privilege and may be subject to disciplinary action.
3. Teachers will model appropriate use of the Internet.
4. Any child who comes across inappropriate content while using the Internet must exit the site immediately and report this to their classroom teacher or another appropriate adult.
5. Children will have access to the Internet only during class time and with teacher supervision.
6. Teachers need to check the suitability of sites before directing children to a site.
7. It is preferable to use children's search engines where possible (e.g., Living Library).
8. All staff and students will abide by the "Cyber Safety User Agreement" which is included in the School Prospectus allowing their children to use ICT technologies and following the set guidelines (signed upon enrolment)
9. E-mail is provided for students for the purposes of enhancing their learning experience. All mail will make use of customary greetings and salutations. Information sent via e-mail shall be constructive, informative or inquiring in the interest of both the sender and receiver. Student and staff correspondence may be monitored.
10. All outgoing e-mails include a disclaimer.
11. No profanity, obscenities, or any other language that could be construed as such is to be used in any e-mail messages.
12. E-mail accounts are set up for the intended user only. Use of other students' accounts to send and receive e-mail is unacceptable.
13. Only school e-mail boxes are to be accessed from school computers.
14. No private information about others is to be distributed. This includes forwarding of information sent by another party.
15. The network is not to be used by any student or staff member for illegal reasons.
16. Deliberate attempts to gain access to WWW, FTP, Gopher or Telnet sites containing material of a pornographic, racial or religiously offensive nature will be dealt with as a serious breach of school rules.

17. Downloading of material will be scanned for viruses at all times. Any deliberate attempt to spread viruses through the network will be dealt with as a serious breach of the school rules.
18. All copyright, privacy and international laws are to be abided by at all times.
19. At no time are students to place orders for goods or services over the Internet using the school name, title or funds.
20. Gladstone Primary School will not be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.
21. Gladstone Primary School has taken all possible precautions to maintain the safety of users and these guidelines are applied in the interests of users safety of the Internet.
22. Students who make minor infringement of the guidelines will be dealt with firstly by the classroom teacher, then the Director of Information and Communication Technologies.
23. For serious student offences, matters will be referred to the appropriate Associate Principal who will deal with the issues as directed by the school Behaviour Management Guidelines. For any serious staff offences, matters will be directed to the Principal.

Dave Shadbolt _____
(Principal)

Fiona Barker _____
(Chairperson)