**Shellharbour**

**Public School**



Internet User Access Policy and Computer Use Policy

2010

Effective: March 2010

Review: March 2014

**Shellharbour Public School**

**Internet User Access Policy and Computer Use Policy**

**Introduction:**

*“The internet provides an opportunity to enhance students’ learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today’s students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences with the NSW Department of Education and Training.”*➀

As of 1/9/2006, all staff employed by DET and all students attending DET schools are required to comply with the department’s code of conduct when using the Internet and email services. This code defines the standards of online behaviour that is expected of all staff and students.➁ As a DET school, Shellharbour Public School is committed to these standards.

**Internet and Email Services: Acceptable Usage for Schools:**

The full text of this document can be found on the DET portal.➂ Before students and staff are given any access to the Internet, the school believes it is essential that all students and staff be aware of the following basic requirements:

**Access and Security**

Students and staff must:

* not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
* never allow others to use their personal e-learning account.
* promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
* report to their supervising teacher any Internet site accessed at school that is considered inappropriate.
* report any suspected technical security breach involving user from Shellharbour Public School, other schools or from outside the NSW Department of Education.
* promptly report, to their supervising teacher, if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet.
* never send or publish:
  + unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
  + threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
  + sexually explicit or sexually suggestive material or correspondence.
  + false or defamatory information about a person or organisation.
* never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
* promptly tell their supervising teacher of any damage to computers, computer systems and networks as soon as it is discovered.
* be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

**Privacy and Confidentiality**

Students and staff must:

* never publish or disclose the email address of a staff member or student without that person's explicit permission.
* not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

**Intellectual Property and Copyright**

Students and staff must:

* never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.

**Misuse and Breaches of Acceptable Usage**

Students and staff will be held responsible for:

* their actions while using internet and online communication services.
* any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.

***The misuse of computers, computer systems, networks, Internet and email services may result in disciplinary action including, but not limited to, the withdrawal of access to services.***

***All misuse and reaches of acceptable usage will be referred to the Principal who will decide on the appropriate sanction.***

At Shellharbour Public School, all students will:

* be made familiar with the contents of this policy document (to be achieved in Term 1 Week 1 computer lessons by computer teacher)
* read and complete the Network and Internet Acceptable Usage Agreement (at home with parents/caregivers)
* submit the signed and dated Network and Internet Acceptable Usage Agreement for filing (to the front office staff)
* 2014-agreement will be included with the Kindergarten Enrolment Pack requiring only new students to SPS to be followed up for explanation/signing of document.

***All students must complete and have signed the Network and Internet Acceptable Usage Agreement before they will be allowed access to school information technology.***

➀Department of Education and Training (2006). *Internet and Email Services: Acceptable Usage for Schools.* Retrieved 18 July 2010, from <https://detwww.edt.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml>

➁ Department of Education and Training (2006).*Code of Conduct Policy.* Retrieved 18 July 2010, from <https://detwww.det.nsw.edu.au/policies/staff/ethical_behav/conduct/PD20040020_i.shtml>

➂ Department of Education and Training (2006). *Internet and Email Services: Acceptable Usage for Schools.* Retrieved 18 July 2010, from <https://detwww.edt.nsw.edu.au/policies/general_man/general/accep_use/PD20020046_i.shtml>

**SHELLHARBOUR NETWORK AND INTERNET ACCEPTABLE USAGE AGREEMENT**



The Shellharbour Public School Network, Internet and electronic mail is provided for educational purposes only. I hereby agree that while my child is using the Shellharbour Public School Network, Internet and electronic mail that:

* they will use the computer resources and their Internet account solely for educational purposes
* they will observe all copyright laws, including those that relate to computer software and material published on the Internet
* they will respect the rights and privacy of other users
* they will report any obscene or offensive material they encounter to a teacher
* they understand that logs of their Internet and e-mail access will be kept and could be scanned at any time

They will **NOT**:

* use the school computers to access any material unless given direction by a supervising teacher to do so
* tamper with the system which includes the network or workstation in any way including, but not limited to, the storage of unauthorised software
* bring Shellharbour Public School into disrepute in any way whatsoever
* use another student’s account or tamper with another student’s account in any way
* allow anyone else to use their account or give their password to anyone else
* attempt to retrieve, view or disseminate any obscene, offensive, pornographic or illegal material
* threaten or abuse any other user
* send offensive, racist or sexist messages
* send anonymous or falsely addressed e-mail

They realise that if they do not abide by the above rules:

* their Internet and internal e-mail access may be withdrawn
* they may be subject to other disciplinary action
* they may not be able to continue with learning which requires regular computer access

I have read the Network and Internet Acceptable Usage Agreement, discussed with my child, and agree that my child will abide by it.

Child’s Name (Print Given & Surname) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_\_\_

Parent/Caregiver Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date received \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_