



STUDENT INTERNET AND EMAIL POLICY.

RATIONALE

This policy is about how all children use e-mails, the internet and intranet at St Mary's Catholic Primary School.

SCRIPTURAL CONTEXT.

“Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

Philippians. 4:8

POLICY

In our school we must only use email and the internet/intranet for school work and related activities.

Access to the school's Information, Computer and Learning Technology (ICLT) resources is a right of all children, however with that right comes a number of responsibilities. To ...

- a. Know this policy
- b. Have permission from the school and an individual/school password to use the school's computer system.
- c. Care for our school's computer system properly.
- d. Show respect for all users of the Emmaus ICLT platform, both at school or over the network.
- e. Students will only work on the sites that are relevant to their work and specified by the teacher. If they find themselves in inappropriate locations they **will immediately click the**

HOME button and call the teacher for help. Failure to do so will result in the removal of access to the Internet and disciplinary action.

If I do not carry out these responsibilities, my access computer / IT hardware may be taken away.

Appropriate Use of the email/ Internet/ Intranet system

We must not use the computer system to access, view, download, print or send messages and or attachments that:-

- use insulting or offensive language e.g. swear words
- contain put downs based on peoples gender, appearance, abilities, religious and or political beliefs, sexuality and family situations.
- contain messages, pictures, cartoons or jokes that are sexually explicit (rude)
- contain material that could make people feel unsafe, embarrassed or uncomfortable.

We must not open or use other peoples' passwords without their permission.

When presenting other peoples' work or ideas, we must always say who is the author of the work and where it has come from.

To make sure that we never send computer 'viruses' deliberately.

We know that we cannot always control the messages that are sent to us. However, if it does happen, we must tell a teacher who will send the following message:

“Please do not send me this type of material again. The contents of this email do not comply with the School's Policy. In sending me this email you are breaching the School's Policy and putting me at risk of doing so. A breach of the Policy has serious consequences.”

This message will also be shown to the School's Computer Systems Administrator. After it has been seen by the administrator, the e-mail will be deleted.

Internet While using the School's Internet we must: check that any files downloaded are virus free before they get into the School network (if in any doubt ask your teacher!)

If we download files from the Internet, we must: - Download the files to the computer desktop or a USB so that they can be virus checked by a teacher prior to use;

- Only transfer Internet files into the School's Network System once they are proven to be free of viruses and your teacher has approved it.

While using the School's Internet/Intranet we must not: Pretend to be someone else. Subscribe to Internet or mail lists without a teacher's permission Download files directly from the Internet without it having been checked by a teacher first.

Personal Use of the School's Computer System I may sometimes use the School's email and internet system for my own use, with permission of a teacher.

Monitoring email and internet use.

We are aware that:

- Our work and emails may be checked by the School to make sure that I am following these guidelines.

- All emails and attachments to email stored on the school's computer are the School's property.

- The school can stop and delete messages and attachments that do not follow this Policy's guidelines.

Responsibilities

- We are all personally responsible for carrying out the guidelines of this Policy. All Staff are personally responsible for ensuring that we: -

- Are aware of and understand this Policy

- Follow this Policy.

- We are all responsible for doing our best to ensure that all children at Emmaus are able to enjoy using the Internet or sending and receiving e-mail without being disturbed or distracted by the actions of other students. This way the Internet will be a wonderful learning tool for all of us.

REFLECTIVE MATERIAL Catholic Education Commission of Victoria – “Policy on the usage of Electronic Mail and the Internet/Intranet within Schools.”

The Internet At Home Use of the **Internet** at home is a valuable research tool. Use appropriately it can enhance and develop student learning. **Safe Internet Use For Students at Home.**

At school the students will be taught how to use the **Internet** and how to use search engines for research relevant to class studies as well as for personal use. These are valuable and important research skills, and parents need to be aware that their children will quickly become proficient at using the **Internet** and will be able to use these skills on the home computer if it is connected to the **Internet**.

Parents need to be aware that the skills the students acquire at school may be used to access material on the home computer. It should be noted that the **Internet** is an adult network, which is not subject to control or censorship, and although it contains vast amounts of extremely valuable information, **some of it is inappropriate and misleading.**

So parents need to be vigilant in supervising children at home and may wish to consider the following:

- ◆ Ensure that children do not give personal details (eg. Full name, address etc.).
- ◆ Discuss with children what is inappropriate material.
- ◆ Provide children with a plan of action should they come across inappropriate material accidentally.(eg. call for adult help or click on the home button)
- ◆ Install filtering programs such as NetNanny, CyberSitter, Internet Sheriff
- ◆ Install security on home computers such as passwords, or means of tracking sites visited.

- ◆ Only allow children to use the Internet when parents are at home
- ◆ Set up rules about going online
- ◆ Set up the computer that has Internet access in the family room where anyone can see what is on the screen.

We reiterate that there is much that is good and worthwhile on the internet! With your guidance and support your children, our students can use this remarkable learning tool to

greatly enhance their learning.

We encourage all parents to enjoy the challenge of learning about the internet and the various forms of 'social media' with your children.

Policy reviewed July 2016.