

# Altona Green Primary School

## Student Acceptable Use Policy – Internet, Email & Electronic Communications

### Rationale

Altona Green Primary School offers students access to a variety of electronic communications, including internet browsing and publishing, emailing, video conferencing, discussion groups, news groups and instant messaging.

We recognise the importance of these resources in a world of constant technological change, where electronic communications skills are now regarded as essential in society and in the workplace. We believe strongly in the educational value of these electronic resources, recognising their potential to support and enhance student learning through engaging and rewarding experiences.

Access to the internet, email and electronic communications is a privilege, not a right; access involves responsibility. The responsibility for acceptable use of electronic communications is shared between students, families and the school.

### Aims

- To provide students at Altona Green Primary School with access to a range of internet, email and electronic communications resources for educational purposes.
- To ensure a safe working environment is provided for students when using electronic communications resources at school.
- For students to use electronic communications in a responsible manner.

### Implementation Guidelines

#### **1. Responsibility**

- Students are to use school computers, the internet, email and other electronic communications for work specified by teaching staff.
- Students are to use appropriate language in electronic communications, remembering the need to be polite as an online representative of Altona Green Primary School.
- Students are to use the internet, email and other electronic communications in a responsible manner, in accordance with school policies such as our Equal Opportunity Policy and Anti-Bullying Policy.

#### **2. Information**

- Students will be made aware that some information accessed through the internet or other electronic communications may not be accurate.
- Teaching staff will assist students to develop skills to validate information found on the internet.
- Students will be taught to acknowledge the source of internet material used in the preparation of their own work, developing an awareness of copyright obligations.

**This policy covers students for the entire time that they attend Altona Green Primary School.**

### 3. Safety

- Altona Green Primary School is committed to the provision of safe, educationally relevant access to internet, email and electronic communications for students; students will always be supervised by teaching staff when using these resources at school.
- The school uses a DE&T approved Internet Service Provider which operates a filtering service for electronic communications in order to minimise the risk of exposure to inappropriate material.
- The school also uses further software on our computer network in order to manually block any inappropriate web sites which are not automatically blocked by our Internet Service Provider's filter.
- Students will be instructed to inform a teacher if they encounter any inappropriate material when using electronic communications resources.

### 4. Privacy

- Students should not reveal any personal information such as their full name, home address or telephone number, or the contact details of others, in their electronic communications.
- Students should let a teacher know if anyone asks for this information while using electronic communications resources.

### 5. Internet Publishing

- Student work and images may be published on the Altona Green Primary School web site in order to promote and publicise curriculum activities and school events.
- The use of student images on the school's web site will usually be in the form of group photographs (three or more students). If individual photographs (less than three students) are to be used these will only be published after making contact with parents/guardians to gain consent.
- Student work and images published on the school's web site will only be identified by first name or class.

### Evaluation

This policy will be reviewed as part of the school's review cycle, or as required.

### **Student Agreement:**

I agree to follow the implementation guidelines in this acceptable use policy.

I accept that access to the internet, email and other electronic communications is a privilege.

I understand that inappropriate use of these resources may result in the loss of that privilege for a period of time determined by school teaching staff.

**Student Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Parent/Guardian Agreement:**

I give permission for my child to use the internet, email and electronic communications resources, under teacher supervision, whilst they are enrolled as a student at Altona Green Primary School.

I will discuss the implementation guidelines outlined in this acceptable use policy with my child in order to support them in the responsible use of electronic communications at school.

I understand that student work and group images may be published on the school's web site, and that I will be contacted to give consent should individual images be required.

**Parent/Guardian Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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