

# ***Mount Keira Demonstration School***

## ***Student Access to Internet & Acceptable Use Policy***



### **Policy statement**

The Internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Email communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. As part of its ongoing commitment to enhanced student learning outcomes through the use of technology the NSW Department of Education and Communities (DEC) has developed a blogging tool known as blogED. An educational blog is an online journal where a student writes (makes posts) about their learning, which may be commented on by other students, the teacher or a wider audience as approved by the teacher. Students can add, link to or embed copyright compliant media such as photographs and videos to their blogs. DEC blogs can only be set up by teachers. Teachers are able to moderate posts and comments on the blog. Today's students are exposed to email 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 DEC.

Use of the Internet, blogEd and email services provided by the NSW DEC is intended for research and learning and communication between students and staff. Access to Internet and email at school will assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment. Students using the Internet and email services have the responsibility to report inappropriate behaviour and material to their supervisors. They must abide by the Department's conditions of the Acceptable Use Policy each time they log on. Students should be aware that a breach of this policy may result in disciplinary action in line with their school's discipline policy.

## ***Student Responsibilities***

### **Access & Security**

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard
- ensure that communication through Internet, blogEd and email services is related to learning
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed
- never allow others to use their personal e-learning account
- log off at the end of each session to ensure that nobody else can use their 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.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student
- never knowingly initiate or forward emails or other messages containing:
  - a message that was sent to them in confidence
  - a computer virus or attachment that is capable of damaging recipients' computers
  - chain letters and hoax emails
  - spam e.g. unsolicited advertising material.
- never send or publish:
  - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments
  - material that threatens, bullies or harasses another person or makes excessive or unreasonable demands upon another person
  - sexually explicit or sexually suggestive material or correspondence
  - false or defamatory information about a person or organisation.

- ensure that personal use is kept to a minimum and Internet, blogEd and email services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the NSW DEC
- Be aware that all use of Internet and email services can be audited and traced to the e-learning accounts of specific users.

### **Privacy & Confidentiality**

Students will:

- 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
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

### **Intellectual Property & Copyright**

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the principal.

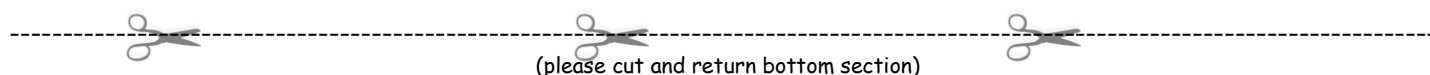
### **Misuse & Breaches**

Students will be aware that:

- they are held responsible for their actions while using Internet and email services
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and email services
- the misuse of Internet and email services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students will report:

- any Internet site accessed that is considered inappropriate



### **Student Contract**

I \_\_\_\_\_ have read and discussed the above information with my parents and understand my responsibilities.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

### **Parent / Caregiver Contract**

I have read and understand the Acceptable Use Policy with my child. I accept the conditions outlined for my child. I agree that the school wishes to encourage my child to be a responsible Internet user and that I am responsible for setting and conveying standards that my child should follow.

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

\_\_\_\_\_  
Date