

# **INTERNET USAGE POLICY**

## **Rationale:**

The internet provides students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities in a safe, secure and respectful environment

## **Aims:**

- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in effective internet usage.
- To ensure that the school community be alert to signs and evidence of bullying and to have a responsibility to report it to staff whether as an observer or victim.

## **Implementation:**

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- An internet coordinator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be through a class mailbox under teacher supervision.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
  
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.

- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed early each year in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

This policy will be reviewed annually as part of the school's review cycle.

#### Policy Endorsement

This Policy has been endorsed by the FCS Governing Body.

Date: June 2022

Review Date: July 2024

Review Cycle. Every 2 years

Exceptions: This Policy may be reviewed earlier than the date stated subject to circumstance.

# **Student Computer/Internet Use Code of Conduct**

The computer network of FCS has been provided for use as a tool in our classrooms. We will be able to use the computers to get information from around the world to help us learn.

## **Care and Usage of the Equipment**

- I will take great care when using the computer equipment throughout the school
- I will not eat or drink near the computers
- I will only use the computer with a teacher's permission
- I will not copy, download or put my own software on the school computers as this may cause a virus
- I will not email photographs.

## **Work Habits**

- I agree to follow all teaching instructions when using the computers:
- When using the World Wide Web, I will only search for information about my work
- I will only read my own e-mail
- I will make sure that the e-mail I send out shows politeness and respect as a representative of FCS
- I will not submit other people's work as my own
- My behaviour in classes will be responsible and courteous at all times
- I will work cooperatively and conscientiously at all times
- I will only access sites relevant to my work or as instructed by my teacher
- I will not compose email messages using language that is unacceptable at my school.

## **Personal Safety**

- I will only use my first name when communicating with people
- I will not give out mine or anyone else's name address or phone number
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable
- I will not meet anyone I have met "on-line" without my parents' permission.

I have discussed this with my parents/carers and agree to follow all of these rules. I understand that breaches of the rules will result in me losing my rights to use the internet and /or the computers for a period of time determined by my teacher and the Principal.

Policy Endorsement

This Policy has been endorsed by the FCS Governing Body.

Date: July 2021

Review Date: July 2022

Review Cycle. Every 12 months.

Exceptions: This Policy may be reviewed earlier than the date stated subject to circumstance.