

# **HOLY SPIRIT COMMUNITY SCHOOL**

## **NORTH RINGWOOD**



### **Student Internet and email Policy**

#### **Years P-6**

**Parents, please read the following Holy Spirit Acceptable Use Policy (AUP), with your child. In accepting an account, your child accepts the responsibility of using the Holy Spirit Information Technology Learning Network and the Internet in an appropriate manner.**

**A licence will be issued when an account is opened.**

**It is important that you understand your child's responsibilities as well.**

**Your signature indicating that you have read, and agreed to, Holy Spirit's AUP is necessary before an account will be issued. The AUP will be explained in detail to each child before licences are issued.**

#### **The Network**

The computer network at Holy Spirit Community School has been provided for us to use as a tool in the classroom program. We are able to use the computers to gather information from all around the world.

The computers will be used in the following ways:

- Research – to find information.
- Communication – to send and receive information and to ask questions.
- Collaboration – to share ideas and present work.
- Learning – to access specific educational programs and skills.

In order to achieve this in a manner that is appropriate for a primary school, the students and parents are asked to sign a Student Code of Conduct.

#### **Work Habits**

- I agree to follow all teacher instructions when using the computers or using the World Wide Web.
- I will not open or alter, in any way, work that is not my own.
- I will only create folders, files or file names that contain language or images that are relevant to the class curriculum.
- I will only submit my own work.

## **Internet/email Code of Practice**

Holy Spirit School is aware of its responsibility and duty of care to its students. Whilst all care is taken to ensure proper guidance for students using the Internet, it is still possible, while searching, students may accidentally access inappropriate material. Holy Spirit, through its internet service provider, will try to make sure that this does not happen by teaching the students effective use of this resource and by caching the popular sites. Students will also be supervised during this process and complete a search in advance.

### **Student Agreement**

#### **Care and Use of Equipment**

- I will care for and look after the computers and their parts.
- I will only use a computer with a teacher's permission.
- I will not add software of any kind.
- I will not load data contained on USB sticks or CDs.
- I will save my files to my folder.
- I will not interfere with plugs/cables.
- I will not change any settings on a computer.
- I will always obtain permission prior to printing.
- I will not print unnecessarily or excessively.
- I will print drafts in black and white only.
- I will obtain permission before printing in colour.

It is important that every student understands the following:

- I will not seek to find out any other student's password.
- I will not tell anyone my own password. It is my responsibility for this to remain confidential.
- When using the World Wide Web, I will only search for information about my schoolwork, unless the teacher directs me elsewhere.
- I will only read my own email.
- I will not publish on the internet without the express permission of the person who created the material.
- I will not use the school's network to download images, videos or sound files, other than those used for my schoolwork without the express permission of my teacher.

#### **Personal Safety**

- I will tell the teacher, or the person in charge, if I find or see any information that is inappropriate or makes me feel bad or uncomfortable.
- I will immediately report any email I receive that has inappropriate language or images.
- I will only use my christian name and first initial of my surname when communicating with others.
- I will not divulge my own or anyone else's name, address, phone number or any other contact details to any other third party.

- I will not engage in chat rooms or meet anyone to whom I have communicated with 'online' unless directed by my teacher.
- I will always log off correctly when I have finished my time on the internet.

**Enjoy your time on the internet but, remember, it is a privilege that will be withdrawn if any breaches are made. The SINA Administrator monitors internet usage.**

### **Email**

- I will make my subject line as descriptive as possible when sending a new email.
- I will include some of the original message when replying to a message.
- I will not give out personal information about myself or other members of the school community.

### **Copyright**

Copying information directly into assignments or research is a breach of copyright. Students are required to acknowledge their sources of information used in their research work. This extends to electronic information.

**Please return the signed Parent/Guardian Agreement (overleaf) as soon as possible.**

## **Student Internet and email Use Parent/Guardian Agreement**

The school reserves the right to view any material on user accounts or fileservers space in order to determine the appropriateness of specific uses of the network. System files, system configurations, folders, desktops and other technical data must not be altered.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I have discussed the Student Agreement with my child and we are both clear on the code of conduct outlined in the Student Agreement above.

I agree that I will meet any repair costs incurred by the school, due to any inappropriate use by my child.

**Please tick the following boxes where you give your consent.**

- I do consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.
- I do consent to my child having their christian name (initial of surname) published on the school's Internet site.
- I do consent to my child having their picture published on the school's Internet site.
- I do consent to my child corresponding with others, using email.

***I have discussed the above agreement with my parent/guardian and agree to follow the rules outlined in the Student Agreement above. I realise that any breaches of these rules will result in the loss of the privilege of using computers or any technical equipment at Holy Spirit.***

Student Name \_\_\_\_\_ *(Please print)*

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ *(Please print)*

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_