

PUKERAU SCHOOL **INTERNET POLICY**



PURPOSE:

As the Internet is made available to student and staff at Pukerau School, it is considered essential for all users to be bound by the Code of Conduct contained in this Internet Policy Statement.

The use of the Internet at Pukerau School is for educational purposes only, and 'safe' access to an educationally valuable and essential modern day resource is desired. The school will ensure 'blocking' software is in place to screen undesirable sites while users, staff and students will need to sign an agreement stating that they will abide by the Responsible Internet guidelines.

GUIDELINES FOR STAFF AND STUDENT ACCESS:

STUDENTS:

- An Internet Policy Agreement will be sent home and returned signed by a parent/caregiver, before a student will be allowed any Internet access. A copy of the school's Internet Policy will be included with the Application Form.
- The signed form will enable the student to receive supervised access to the Internet, including email and the World Wide Web. Supervised access will be during school hours, while a teacher or approved adult supervisor is present.
- Once a student has demonstrated that they are able to work unsupervised on the Internet, they will be granted permission to access approved sites on the Internet, without a teacher being present. The teacher will monitor such access.

STAFF:

- All Internet uses will be for school purposes, with personal use restricted to the exchange of emails.
- Staff members will be required to undertake training in the use of the Internet and to sign an Internet Policy Agreement.
- Staff will have access to the Internet for the purpose of:
 1. Gathering information for class use;
 2. Research and the procurement of information for staff professional development;
 3. Communication with other teachers and educational organizations, for information that will be of benefit to either themselves or their students;
 4. Demonstrating web sites that are considered useful for staff or students.

SYSTEMS SECURITY AND MANAGEMENT:

To ensure safe and effective use of the Internet for staff and students, the school has implemented the following system procedures –

- Student Login and Password to give access to the Internet is only permitted during class hours and will enable access only to the approved sites.
- Staff Login and Password will be kept strictly confidential, to void inappropriate access by students to the Internet.
- Any accidental access to inappropriate sites will be reported immediately, following which the site will be blocked. This immediate reporting will safeguard the user from accusations of inappropriate use. The examination of the history files will confirm that the access was accidental.

Disclaimer:

Pukerau School has taken all reasonable steps to ensure the safety of all users on the Internet. We cannot guarantee that all access is 100% safe, so responsibility rests on the staff and students to respect and adhere to the school's Internet Policy at all times. The school management will be not held responsible for any deliberate breach of this Internet Policy nor will it be responsible for deliberate actions taken to compromise the steps in this policy.

Breaches of Policy:

- Students who are found guilty of minor breaches of the Internet Policy will be dealt with by the teacher who will decide on the appropriate action to be taken.
- Students who are found guilty of serious infringements of the policy will be referred to the Principal who will take the appropriate action.
- Staff who are found guilty of minor infringements of the policy will be dealt with by the Principal. Who will take appropriate action.
- Serious infringements by staff will be referred to the Principal, who will proceed with disciplinary action, which could well result in criminal procedures.

Summary:

This policy should be read in conjunction with the Code of Conduct for Internet Use and is seen as one that will develop along with the technology on which the Internet is based. The policy has been written to recognize that the Internet is a very useful tool and one able to provide additional educational opportunities for staff and students. Policies that have been put in place must be sighted and agreed to, before any student or staff member has access to the Internet via the school.

The main reason behind all the 'rules' and system securities, is to ensure that both the children's and staff's experiences while using the Internet are safe, positive and beneficial.