



5.16. Internet/Cell-phone Safety Policy

Rationale

To promote and ensure the welfare and safety of our students when using the internet

Purpose

To provide safe Internet access for students and staff specifically for educational purposes.

- so they can be effective users of the Internet
- extend their knowledge and awareness of the internet's capabilities
- so they become motivated , responsible and independent users of the Internet.

The Parnell District School Network

- The school network shall be overseen by the teacher with responsibility for ICT and the principal
- The school has installed on the server appropriate firewall software to prevent inappropriate sites appearing.

Staff Use of the Internet

This is covered by the **School Lap-top Responsible Use Policy** and **Lap-top agreement**

- Staff are expected to give guidance to students on the internet
- Staff must sign a copy of the school internet policy which will be filed in the office. They will also need to sign the laptop agreement when a laptop is provided.
- Staff will have individual log ins and email accounts, however their use of the school network is not private.

Student Use of the Internet

- All students above Year 4 must sign the **School Computing and Internet Use Agreement** (pupil's version) and have the signed permission of a parent (see Parent's version) before using the internet. These documents are filed by the class teacher.
- A teacher must be in the room whenever a student accesses the internet. This also applies before and after school.
- Students in an "e" class can have individual logins and email accounts
- Any other use of the internet other than that specified above, must have the express permission of the teacher in charge of ICT

Cell phones

Many of our older students have their own cell-phones. The school has for some time looked after children's cell phones in the school office during the school day. This is not in response to any events, but acknowledges that some cell-phones are very expensive and potentially attractive to other students. Pupils sign their cell-phones in and out at the office.

Policy Approved _____ Date _____

Review date _____

PARNELL DISTRICT SCHOOL

An Overview

Computing and Internet Agreement (Years 4-8)

(Please read this document before signing the attached agreement)



Dear Parents

Computing and internet access is available at Parnell District School. The internet offers a vast a diverse resource to students and staff and can be beneficial in resource sharing, communication, in acquiring information skills and in providing innovative teaching programmes. Parnell District School accesses its connections through New Era Ltd, a major educational IT company based in Auckland and utilises the Ministry of Education Microsoft Agreement for much of our software.

The internet is an electronic highway connecting millions of computers world-wide. While there is a lot of useful material on the net there is also a lot of material that cannot be considered to have any educational merit. On such a global network it is impossible to control all materials and an industrious user may discover controversial information, even with an aggressive firewall such as the school has in place. We believe that the considerable valuable information available on the internet far outweighs the possibility that users may procure material that is not consistent with the learning outcomes of the curriculum.

Access to the net must be considered a privilege and not a right and it is only made available as long as users abide by the agreement attached. In a very real sense the rules for using our internet are the same as for using our library or for any other education information resource. If a student chooses to access resources (digital or on paper) that are objectionable, restricted or inconsistent with the school's objectives, the students will lose the right of access to our computer network. It would be considered a serious breach of trust and will be treated like any other serious offence at school.

Parents will note in the agreement that the school staff reserve the right to read all material on the school network. This affords a measure of protection as to the content being accessed or distributed. Parents and pupils should be aware that their login history (a record of web sites either visited or attempted) can be viewed, recalled, printed out and if disturbing material is found, the print out will form the basis of a parent interview.

Attached to this document are two editions of the agreement, one for pupils using more simplified language and one for parents. (They are printed back to back). Please sign and return both copies to school. The policy will have been discussed by your child's teacher at school and they may have signed the pupil's agreement already. We consider it important that you read the agreements and discuss it with your child also.

In spite of the quite strict guidelines detailed and in the attached agreements, that are necessary to ensure student safety, the internet has over the last few years proved to be a wonderful addition to the tools children access to bring a richness and engagement to their learning.

Please sign if you agree, the attached terms and conditions and return the completed bottom sections to your class teacher. Until pupils return this agreement signed, they will not have access to the school network.

Gary Cain (Principal)

Computing and Internet Access Agreement
(Pupils Edition)
January 2008 edition (Years 4 - 8 children)



Pupils Name _____ Room _____

Terms of Use

These terms will be read to and explained to each class

1. The school network is available for developing information literacy skills and for research work related to the curriculum. I will not use the school network for my private email or for non-school related matters.
2. I will know which keywords/search words I will use before using a search engine in order to focus my research effectively.
3. I will use the internet/email responsibly to communicate (i.e. making good choices)
4. I will not swear, use vulgar or inappropriate language on the school computer network. I will not scan or display graphics record or play sounds that would cause offence to others
5. If I come across inappropriate/ dangerous material I will immediately turn off the screen and immediately notify a teacher without showing it to any other student.
6. I will not share anybody's home address or phone numbers on the network. I will not share my password (if given one) or anybody else's with other pupils in the school. I understand that my school email is not private and can be read by the principal and other staff of the school.
7. I will not use the network in any way that is disruptive to others
8. I will not intentionally seek information, obtain copies or change information belonging to other users of the network.
9. I understand that if I try to gain unauthorised access to system programmes or computer equipment my privileges of computer use will be withdrawn, and my parents contacted. If I become a security risk or have a series of problems with the network I will be denied access to the school computers for a specified time.
10. I will not down load files onto any disc or personal network without specific teacher approval or install programmes/ systems without written permission from the ICT teacher.
11. I will not waste computer resources (e.g. unnecessary printing)
12. I understand that any vandalism of school computing equipment will involve the cancellation of privileges to be followed by the usual consequences for breaking school rules.(disciplinary action)
13. I will only access the internet when the teacher/ another adult is in the room.

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Please return this section to your classroom teacher.

Name _____ Room _____

I have read and understood the terms and conditions of the Computer and Internet Agreement for Students

Signed _____ Date _____
(Student)

**Computing and Internet Access Agreement Parnell District School
(Parents Edition)**

January 2009 edition (Year 4 - 8 children)



1. The school network is available for learning to use the computer and for research work related the curriculum. Pupils will not use the school network for private email or for non-school related matters. Pupils cannot use the network until their parents/guardians hand in this agreement

Pupils are:

2. not to swear, use vulgar or inappropriate language on the school computer network including emails. Pupils will not scan or display graphics record or play sounds that would cause offence to others. Illegal activities are strictly forbidden. If a student comes across inappropriate/ dangerous material they will immediately turn off the screen and immediately notify a teacher without showing it to any other students.
3. a) not to share anybody's home address or phone numbers on the network.
b) not to share their or anybody else's password (if given one) with other pupils in the school.
4. not to use the network in any way that is disruptive to others.
5. to regard all communications and information accessible via the network to be private property (i.e. copyrighted) and therefore must be acknowledged in any subsequent work produced by the student.
6. to be aware the Parnell District School reserves the right to make determinations about the network.
7. not to intentionally seek information belonging to others or misrepresent other users of the network.
8. to be aware that attempts to gain unauthorised access to the system programmes or computer equipment will result in the cancellation of user privileges.
9. to understand that downloading of curriculum focussed information onto a user's personal file is permissible, but not the downloading of recreational software.(e.g non-educational computer games)
10. to understand that any user who is identified as a security risk, or who has a history of problems with the computer system may be denied access to the school computers.
11. to be aware that unnecessary printing wastes school resources.
12. to understand that any vandalism of school computing equipment will involve the cancellation of privileges to be followed by the usual consequences for breaking school rules (sanctions/ costs).

Vandalism is defined for the purposes of this document as any malicious attempt to harm, modify or destroy computer hardware and/ or the data of another network user.

N.B. Parnell District School is not responsible for any damage to documents that users may suffer. This includes loss of data from delays, non-deliveries, mis-deliveries. or service interruptions caused by negligence, user error or omission. Parnell District School denies any responsibility for the accuracy or quality of information about through our network. Please address any concerns or queries regarding these terms to Gary Cain (Principal).

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Acceptance Form Parnell District School User Terms and Conditions (Parent's edition)

Student name _____ of Room _____

I/ We have read the Computer and Internet Access Agreement for Parnell District School and agree to the conditions contained within it

_____ (Parent/Guardian) _____ Date



PARNELL DISTRICT SCHOOL
Computing and Internet Access Agreement
(Pupil Edition)

January 2008 edition (Year 1-3 children)
(To be discussed with students)

Pupil Name _____ Room _____

has a computer pass. I understand that:

- 1. Computers are for schoolwork**
- 2. I will report any problems immediately to my teacher**
- 3. I will not have food and drink near computers**
- 4. My teacher will tell me when I can save work**
- 5. My teacher will tell me when I can print work**
- 6. I will not go on the internet without telling the teacher**