



## Appendix 1

# Mernda Primary School 0488

## INTERNET ACCEPTABLE USE POLICY- STUDENTS

### RATIONALE

The Internet facilities at Mernda Primary School are to be used for curriculum issues only and in a manner that teachers and parents expect of students.

Any misuse of Internet privileges may result in the revoking of any right to use the service and may lead to other disciplinary action.

The use of Internet resources at Mernda Primary School is a privilege, and, like any other privilege, carries with it responsibilities. Those people who fail to uphold their responsibility will lose their right to access these resources.

The Internet is by far the largest and highest profile network providing public information services. There are many local and international Internet sites, which provide information relevant to Mernda Primary School's curriculum.

Mernda Primary School's students will be carefully monitored through the use of Management Utilities, which allows the school's administration to restrict access to:

- Internet sites
- Newsgroups

Mernda Primary School is allowing students access to the Education Resource List sites only. It is a filtered site list that has been approved by Education Department Consultants. Further access to the 'web' will involve consultation between teachers and parents.

It is essential that use of this valuable resource be controlled to:

- Maximise the benefit to Mernda Primary School
- Manage the risks associated with its use and
- Ensure that it is used in an appropriate manner.

The process by which Mernda Primary School seeks to manage student use of the Internet is through the adoption of this Acceptable Use Policy.

### RESPONSIBILITY

It is the responsibility of Principal, teachers and parents to ensure students are aware of this policy and that they understand its' content and the possible disciplinary action that may be taken due to any infringements that occur.

Parents must sign the Acceptable Use Policy included in the Student Enrolment Form before students can access Internet and email facilities at the school.



# Mernda Primary School 0488

## INTERNET ACCEPTABLE USE GUIDELINES-STUDENTS

### **Accessing Sites-**

Don't deliberately try to access undesirable sites. Discuss any concerns you have about any information accessed with a teacher.

### **Privacy-**

Don't provide any personal information about yourself including; name, age, likes, dislikes etc. Always discuss these sites with your teacher. Do not disclose to others your username and password.

When using the internet, keep myself and my friends safe by not disclosing personal details. Be respectful in how you talk to and work with others online and never write or participate in bullying.

### **Information-**

All information accessed through the Internet may not be accurate. Every effort will be made to ensure students develop skills to assist them to validate information.

Remember that the content on the web is someone's property and ask permission if you want to use information, photos or images.

### **Downloading-**

Approval of downloads are at the discretion of the teacher in charge. Do not bring or download unauthorised programs, including games, to the school or run them on school computers.

### **Plan-**

Before use of the Internet is granted, students should have a purpose for using it. Teachers are to be made aware of students intentions on the web.

### **Access**

All students will have an individual log on for the Internet, via this they will have access to the Education Resource List. Students must not use or attempt to use another student's or teacher's username and password to access the internet.

Use the technology at school for learning, use the equipment properly and do not interfere with the work

### **Timing**

Access to Internet facilities will only be allowed when the teacher gives permission and when there is a supervisor in the proximity.

## EVALUATION

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

This policy was last ratified by School Council on

15<sup>th</sup> February 2016