INTERNET AND EMAIL ACCESS POLICY

RATIONALE:
Students and staff will be provided with access to the Internet and Electronic Mail as a routine teaching and learning resource across the entire curriculum.

GENERAL STATEMENT:
Internet and email access is an integral part of Learning Technologies implementation at Cranbourne West Primary School. It will provide a teaching and learning resource for students and staff across all Learning Areas and Year Levels. Further it will enable students and staff to keep abreast of the latest developments in education and with emerging technologies.

IMPLEMENTATION GUIDELINES:
1. Internet and Email Access:
   - Student Internet and Email access will be under teacher supervision.
   - All Email accounts will be password protected and users will be responsible for clearing their mail boxes regularly.
   - All due care will be taken in screening the identity and credentials of “pen pals” for students.
   - Generally, students will be encouraged to participate in collaborative projects between schools rather than personal Email.
   - A written agreement shall be provided to each student and their guardian outlining mutual responsibilities in the provision of Internet access through the school. This agreement will be updated regularly and signed copies will be kept on file.

2. Access Rights and Passwords:
   - Access to the Internet and Email management shall be limited to the co-ordinator and committee.
   - Restricted access shall be available to individuals for specific purposes only.
   - Students and general users shall only have access to their own accounts.
   - User passwords shall be revised regularly.

3. Editing and Publishing:
   - 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.
   - Teachers shall be responsible for making sure that all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.

4. Confidentiality and Identification of Children and Adults by Name or Image:
Privacy of students, parents, staff and other users, be they individuals or groups, will be recognised and respected at all times.

When identifying students, only the first name (and last initial) of the student will be used, e.g. Jenny S. from Year 6.

Parental and student written consent is required in order to publish photos or videos on the Internet which may identify parents or students.

Any member of staff who wishes to publish, (another member of staff), photos or videos, pieces of their work or any additional personal information about them, must first obtain that staff member’s written authority to do so.

5. Accessing and Publishing Inappropriate Material:

- All students and staff shall be responsible for notifying the co-ordinator of any inappropriate material so that access to that material can be removed.
- Consequences of publishing, accessing or failing to notify the co-ordinator of inappropriate material shall include the removal of access rights.

6. Co-ordination

- The Learning Technologies Co-ordinator and the Technical Support Technician will work to manage internet access, email access and other issues related to internet access by staff and students.
- The Maintenance of the school’s web site and the My School App will be managed by the Web Site Committee with the assistance of the Learning Technologies Co-ordinator.

EVALUATION: ASSESSMENT AND REPORTING

Evaluation will be conducted through:

- Staff surveys
- Pupil work samples
- Ongoing observations.
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