Alexandria Park Community School
Acceptable use of Internet and Email Services
2011-2013

Context

This policy addresses the safe and productive use of the school’s internet and email services.

This policy is in consultation with the:
- DET’s Policy on Internet and Email Services: Acceptable Usage for Schools
- DET’s Policies on Anti-Racism, Anti-Discrimination and Fair Discipline
- DET’s Policies for Protecting Children and Young People
- Alexandria Park Community School’s Student Management/Anti bullying/Anti racism Policy
- Memorandum to the Principals (06/29) – Secure Internet Browsing and email for students and staff

Please note the following attachments are in the Booklet of Forms:
- Yr 3-12 Student’s License to Use Computers at Alexandria Park Community School
- Letter to Parents - School Publishing of students’ work samples on the Internet

Policy Statement

The use of the Internet and email services at Alexandria Park Community School will:
- provide secure access for students and staff
- ensure students’ learning can be further enhanced by assisting them to develop research and communication skills necessary to use the services productively and appropriately
- provide collaborative learning and information sharing as part of the students’ learning outcomes

Access and Security

Students will:
1.1 not disable settings for virus protection, spam and filtering that have been applied by the NSW Department of Education and Training
1.2 ensure that communication through Internet and Email Services is related to learning.
1.3 keep passwords confidential, and change them when prompted, or when known by another user.
1.4 use passwords that are not obvious or easily guessed.
1.5 never allow others to use their personal e-learning account.
1.6 log off at the end of each session to ensure that nobody else can use their e-learning
account.
1.7 promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
1.8 seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
1.9 never knowingly initiate or forward emails or other messages containing:
   1.9.1 a message that was sent to them in confidence.
   1.9.2 a computer virus or attachment that is capable of damaging recipients’ computers.
   1.9.3 chain letters and hoax emails.
   1.9.4 spam, eg unsolicited advertising material.

Respect and Responsibilities

Students will:
2.1 never send or publish:
   2.1.1 unacceptable or unlawful material or remarks, including offensive, abusive, racist or discriminatory comments.
   2.1.2 threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
   2.1.3 sexually explicit or sexually suggestive material or correspondence.
   2.1.4 false or defamatory information about a person or organisation.

Privacy and Confidentiality

Students will:
3.1 never publish or disclose the email address of a staff member or student without that person's explicit permission.
3.2 not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
3.3 ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual’s interests.

Intellectual Property and Copyright

Students will
4.1 never plagiarise information and will observe appropriate copyright clearance, including
acknowledging the author or source of any information used.

4.2 ensure that permission is gained before electronically publishing users’ works or drawings. Always acknowledge the creator or author of any material published.

4.3 ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Students will be aware that:

5.1 they are held responsible for their actions while using Internet and Email Services.

5.2 they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services.

5.3 the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Students will report:

6.1 any Internet site accessed that is considered inappropriate.

6.2 any suspected technical security breach involving users from other schools, or from outside the NSW Department of Education and Training.

Implementation

- Year 3-12 students are required to sign a license contract agreeing to adhere to the policy on the acceptable use of internet and email services in school. The license contracts are worded differently so that they are appropriate to the students’ scholastic year group.

- Students who abuse their rights and/or act irresponsibly towards others will have their login accounts disabled and their parents/caregivers informed immediately. The school reserves the right to determine further course of actions when it seems fit.

- Students who are repeated offenders will face a prolonged ban on their e-learning accounts. In addition, the school’s level system will apply.

- Teachers have the right to temporarily disable students’ e-learning accounts and block websites.

- Teachers have access to students’ home (K:) and shared (S:) directories. They will be monitoring students’ folders to remove any non school related files and folders. Students whose directories contain non work related files, folders or/and hid their files and folders will be dealt with. Each student is entitled to no more than 400 MB directory size throughout his or her schooling at Alexandria Park Community School. Students’ directories (K: and S:) are intended for school work related files and folders only.

References: