Purpose
• The purpose of the Internet Policy at Rosedale Primary School, is to enable staff and students to safely and responsibly access and retrieve information from the internet.

Guidelines
• General school rules for student behaviour, conduct and standards of communication, and the completion of the internet access form, will apply when using the internet.
• The school in conjunction with the parents are responsible for setting and conveying the standards that the child should follow, when using media and information sources.
• The staff will incorporate appropriate use of such information throughout the curriculum and teachers will provide guidance and instruction to students in the appropriate use of such resources.
• The school will endeavour to implement and uphold this policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the internet for staff and students.
• The school will endeavour to publish information on the internet by students of the school (under the school name) which meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
• Privacy of students, parents, staff and other users must be recognised and respected at all times.

Implementation
• An ICT Coordinator will be appointed, who will liaise with staff and the technical support technicians to manage all email access, maintenance of the school’s website, web filters and all other issues related to internet access by students.
• All children will have access to the internet on return of the Internet Access Code of Practice permission form signed by the parent and child.
• Students accessing inappropriate sites such as social networks and eBay will need to exit immediately and/or inform the class teacher. Continued inappropriate access will have internet privileges removed.
• Automatic loss of privileges occurs for any student accessing any adult websites for 10 school weeks, or the equivalent of a term. Parents will be immediately notified of their child’s breach of contract.
• All staff shall be responsible for notifying the Coordinator of any inappropriate material so that access can be blocked.
• Staff should be encouraged to develop their own Internet skills by:
  o using the school’s computers,
  o participating in professional development programs (formal and informal).
  o utilising the expertise of the school computer technician.
Resources
- Senior School Internet Access Codes of Practice form.
- Junior School Internet Access Code of Practice form.
- I.C.T. Budget.
- Computer Technician.

Evaluation
- Teachers regularly checking on student Internet access.
- Technology Budget will be determined annually, and will include approximate Internet cost.
- The Internet Use Policy will be reviewed triennially or as required.
Student Agreement:
I agree to use the Internet in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations I will immediately click on close, or turn the monitor off and inform the teacher.

When using the internet at Rosedale Primary School I will:
• only work on the web for purposes specified by my teacher.
• not give out personal information such as my surname, address, telephone number, parents’ work address or telephone number.
• never send a person my picture without first checking with my teacher.
• always have my teacher’s permission before sending e-mail.
• compose e-mail messages using only language I understand is acceptable in my school.
• not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
• I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
• not use the Internet to frighten or annoy or bully another person.
• follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my internet access rights for a period of time determined by my teacher and school policy.

Student Name  …………………………………………….
Student Signature …………………………………………….
Date:  ……………………..

Parent/Guardian Agreement:

I agree to ………………………………………………………………………… using the Internet at school for education purposes in accordance with the Student Agreement above. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Signature:  ……………………………………………………
Parent/Guardian Name:  ……………………………………………………
Date:  ……………………………
I agree to allow my child to access the Internet within reason specified that have been previously viewed by the classroom teacher or quality assured and available through Department of Education and Early Childhood Development’s web site or other sources approved by the school.

I expect that adequate supervision will always be available when my child is using the Internet.

I have explained to my child that he/she should click on the Home button and inform the teacher if he/she encounters any material on the web or any incoming e-mail correspondence, that makes him/her feel uncomfortable at any time.

My child is aware that he/she should never give out personal information, including their phone number, last name or home address when using the Internet.

I give my permission for ..................................................

(Child’s Name)

To use the Internet at Rosedale Primary School.

Parent or Guardian’s Name: ........................................

Parent or Guardian’s Signature: ..................................

Date: .............................