

COMPUTER & INTERNET POLICY

The computer network supports the teaching and learning program at Bellevue Heights Primary School (BHPS) and is intended to extend students' learning. At BHPS our computer network has an Internet connection. Computers in each classroom, the library and computer suite can access the Intranet and Internet through this connection.

RATIONALE

It is the aim of Bellevue Heights Primary School to teach and encourage all students to use the computer system to enhance their learning in all areas of study. Access to the Internet by students will be supervised by teachers and will be for educational purposes only. The purpose of the guidelines is to ensure that this learning remains enjoyable, productive and safe and to ensure that students at Bellevue Heights Primary School who use the Internet do so in an appropriate manner and that parents understand their responsibilities.

It is expected that students of Bellevue Heights Primary School will act responsibly when using all computer facilities and adhere to the rules relating to Internet use in the school. If a child does not comply with these rules and expectations, they will lose the privilege of using the system for a specified time and/or be subject to other disciplinary action. Parents will be informed in this situation.

FILTERS

Although the Education Department has installed filters on the system, families should be aware that some material accessible via the Internet may contain items that are inaccurate, or potentially offensive and inappropriate but we believe that the benefits to students from Internet access exceed the disadvantages. There may be additional kinds of material on the Internet that are not in accord with your family values. We would encourage parents to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

OBJECTIVES

Computers are used at Bellevue Heights Primary School

- To encourage in children an attitude that learning in Information Communication Technology is a continuing process
- To provide a means of communication between members of the school community.
- To encourage children to take responsibility for their own learning so children can individually pursue areas of interest or need in studies.
- To integrate ICT across the curriculum.
- To reinforce learning taking place in the classroom.
- To develop responsible and safe attitudes to the use of a variety of technologies.

TEACHER RESPONSIBILITIES

At Bellevue Heights Primary School teachers will:

- Regularly monitor students use of the internet and also monitor the web pages visited by students.
- Supervise students on the network and Internet in either the computer suite or classroom
- Teach students about Internet safety including virus check procedures, how to check a website's authenticity and accuracy and personal cyber safety.

STUDENT RESPONSIBILITIES

Students are responsible for their own appropriate behaviour on the school's computer network just as they are in a classroom or in the schoolyard. General school rules for behaviour and communication apply. Each year, prior to use, each student shall discuss information with his/her teacher regarding responsible use of the school network and Internet including copyright laws to which the student must adhere. Sanctions for inappropriate use of the Internet will also be discussed. The school reserves the right to monitor and log student Intranet and Internet activity.

The student Code of Conduct will be signed in Reception with parents, Year 3 to 7 students will sign a Code of Conduct each year after discussion in class with class teacher .

Responsibilities for General Computer Use:

Each student has a responsibility to take care of the computing resources and use them in a careful and constructive way. It is essential that students:

- use the computing resources for school use only
- adhere to the same standard of conduct expected and required in a classroom
- not eat or drink when using the computer
- remain on task and use their time efficiently
- log on to network correctly and use their own username and password
- do not disclose their username or password to other students
- take care with the computer equipment, report equipment problems and not tamper with systems settings, switches, buttons or cables
- log off from the network and leave the work station area neat and tidy at the end of the session
- Inform the teacher if they wish to use a removable storage device, eg USB sticks. As these can be a source of viruses on the network, students are not to insert removable storage devices without first referring them to a teacher for a virus check. Teachers reserve the right to check any removable storage devices within the school and confiscate those that pose a threat to the performance of our resources. □ not install software or change any of the settings on the computer

GUIDELINES FOR RESPONSIBLE INTERNET USE

Access and use of the Internet will vary across the year levels.

Students will:

- adhere to the same standard of conduct expected and required in a classroom
- use the Internet only at times when there is a teacher supervising and to access appropriate information which is relevant to their work.
- not use another person's username and password to access the internet
- immediately disclose to the supervising teacher any message or information that is regarded by the student as inappropriate, offensive to any individuals or groups or makes the student feel uncomfortable.
- respect the rights of copyright owners by not copying off the Internet and acknowledging the author or source of information used.
- use the school e-mail only with clear permission from the supervising teacher and within teacher directed and class study based activities.
- maintain a high degree of care and respect in the writing of any e-mail message
- not include in any e-mail or Internet entry their last name, address or telephone number or that of any other person
- not read any e-mail message that is clearly for some other person
- report to the supervising teacher any violation of these rules or inappropriate files
- not send/retrieve/open any inappropriate messages/files/web sites or email message which appears to contain any offensive or inappropriate material eg racist or sexist.
- check with the teacher before they print any information from the Internet

E-MAIL ACCESS

During school hours all students will have e-mail access under their teacher's supervision. Email will only be used when appropriate and with teacher permission. Using email should not have any impact on other assigned tasks.

PARENT RESPONSIBILITIES

Parents should read this document and discuss implications with their children.



BELLEVUE HEIGHTS PRIMARY SCHOOL

Using the School Computer Network and Internet

Student Code of Conduct

Year Levels: Reception - 2

Child's name: Year Level: Year 20____

I have read and discussed the responsibilities for computer use and Internet guidelines with my child. He/she has permission to use the Internet, and I understand that access can be denied if any of the rules are breached.

Parent's or Guardian's signature:Date:

PARENT RESPONSIBILITIES

Parents should read this document and discuss implications with their children.

Parents or legal guardians of the child must give their written permission to use the system by signing this form and sending back to school. Access cannot be given if the form is not returned.



BELLEVUE HEIGHTS PRIMARY SCHOOL

Using the School Computer Network and Internet

Student Code of Conduct

Year Levels: 3 - 7

Child's name: Year Level: Year 20____

1. I agree to follow all teacher instructions regarding the use of the school network and Internet.
2. I will take great care with the computer equipment in class, including portable devices.
3. My behaviour in class when using the network and internet will be responsible, respectful and courteous.
4. I will work cooperatively and conscientiously on the network and Internet.
5. When using the Internet, I will only access appropriate information relevant to my work
6. I will only access the Internet and email under teacher supervision
7. I will respect the privacy of myself, teachers and fellow students and not giving out personal details or reading their e-mail.
8. I will not attempt to access inappropriate material, but should I access a site that is inappropriate I will immediately report it to a teacher.
9. I will acknowledge Internet information sources.
10. I agree to use the School Computer and Internet access for school use only.
11. I will use cyber safe practices when on the Internet.
12. I will not install software or change any settings on any computer or device.
13. I will not alter other students' files or documents.

I agree to follow the above rules and am aware that breaking them will result in the loss of my privilege to use the school computer system and/or disciplinary action.

Student's signature:



BELLEVUE HEIGHTS PRIMARY SCHOOL

Using the School Computer Network and Internet

Intensive English Language Centre

Child's name: Class Teacher: Year 20__

My child has permission to use the Internet only if the following rules are followed.

1. Follow all teacher instructions when using the school computers.
2. Only access the Internet and email under teacher supervision.

Parent's or Guardian's signature:Date:

PARENT RESPONSIBILITIES

Parents should read this document and discuss implications with their children.

Parents or legal guardians of the child must give their written permission to use the system by signing this form and sending back to school. Access cannot be given if the form is not returned.