HORNSBY NORTH PRIMARY SCHOOL
INTERNET USE POLICY

Program Area: Computer Education

Sub Area: Internet

Departmental Policy References:
NSW Department of School Education (1997), Student Access : Developing a School Internet Policy, July.
Internet and Email Services: Acceptable Usage for Schools (2006)

Rationale:
All students have equity of access to both information and information technology. The Internet is a tool and plays an important role as an information and communications resource for teaching and learning in schools today. The Internet is a tool that can extend and expand teaching and learning beyond the classroom walls and can provide global access to information available on the Internet. However there is an awareness that unacceptable information may be revealed whilst using and utilising the Internet.
In keeping with the school’s Student Welfare policy of creating a safe and secure environment, the school has developed an Internet Use Policy for students and teachers accessing the Internet.

Aims of the Program:
- To develop students’ skills in information handling and communication.
- To promote awareness and competency in using computer based technologies.
- To guide users in making informed decisions about the use of the Internet and the information they discover.
- To encourage users to transform this information into knowledge and this knowledge into understanding and learning.
- To have all users follow the Internet Use Policy ensuring that Internet access is used appropriately.

Implementation Procedures:

Responsibility
Class Teacher
- Appropriate sites for class programs should be reviewed and book marked.

Librarian
- Refer any inappropriate sites to Department of Education and Training with a request for them to be blocked.
Students
- Inappropriate sites are to be reported to the class teacher who will notify the computer committee
- A student contract must be signed and submitted before the Internet can be accessed
- Only access the Internet or e-mail if the teacher is present
- Keep other people’s files and folders secure
- Ensure USB drives are used appropriately
- Keep passwords secure.

All Users
- Maintain at all times the privacy of information such as photographs, names, addresses or phone numbers or any identifying information
- Refrain from accessing or transmitting inappropriate material
- Ensure that copyright laws are maintained

Communication:
Internet Use Policy is available for parents to read.
Internet use agreement and all necessary permissions are signed on enrolment.

Evaluation:
Review this Policy in line with the School Technology Committee’s ongoing planning and reporting process.

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STUDENT CONTRACT

Name: _________________________________
Class: ____________________ Date: ____________________

I understand that the computers at Hornsby North Primary School are a whole school resource for the use of all students and staff. This policy makes me aware of my responsibilities when using computer programs as well as the Internet.

CODE OF PRACTICE:

I may/will
- Find and / or print information required for my schoolwork only with my teacher’s approval.
- Not copy information or pictures that belong to someone else nor give out information about other people.
- With teacher’s approval share information relevant to my schoolwork with students and teachers in other schools.
- Quit sites that I know shouldn’t be visited by a school child and then report that site to the supervising teacher.
- Act in a responsible manner with all hardware and software.
- Withhold my name, address, phone number or photograph when using the Internet.
- Only send e-mail when a teacher is present and gives permission.
- Only send messages that are appropriate and relevant to the schoolwork I am currently completing.
- Only download after getting teacher’s approval.
- Only access another’s folder or file in the presence of that person and with their permission.
- Use my time on the Internet sensibly and wisely because time is limited.
- Only use the Internet for school based purposes.

I agree to abide by the student contract

Signed: _________________________________ Date: _________________________________

Parent Contract:

I have read the Acceptable Use Policy and understand that if this agreement is broken I will be informed and my child may be withdrawn from using and accessing the Internet.

I hereby give permission for my child _________________________________ to use the Internet at Hornsby North Primary School.

Signed _______________________________ Date _________________________________

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