POLICY AND GUIDELINES

INTERNET USE FOR STUDENTS

Rationale

Access to internet and email services (school services) are provided to students in order to support their educational and administrative needs. These school services are necessary educational tools and must be used in a responsible manner. This policy can never anticipate all possible advances and uses of technology and therefore students who are unsure about their usage should seek clarification from a teacher as soon as possible.

This policy is intended to inform parents, students and staff of our school's expectations when students are using the services provided by the school. If a student acts in a way that is against the contents of this policy, he or she will be subject to the consequences according to the school's behaviour management policy. The school reserves the right to capture, store and review all internet browsing and emails across our school network.

Scope

Students, Staff and Parents of Huntingtower school.

Student Responsibilities

1. When using the school services **students will**:
    - Ensure that their use of internet and email services is teacher approved and specifically related to their learning.
    - Keep passwords confidential, and change them when prompted, or when known by another user.
    - Use passwords that are not obvious or easily guessed.
    - Log off at the end of each session to ensure that nobody else can use their e-learning account.
    - Promptly tell their 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.
    - Always acknowledge the creator or author of any material published.
    - Keep personal information including names, addresses, photographs, credit card details and telephone numbers, of themselves or others, private.
    - Ensure that school services are not used for unauthorised commercial activities or any unlawful purpose.
    - Sign the *Computer/ipad Agreement* in the Junior School and *The Digital Media Agreement* for Parents and Students in the Senior School.

2. When using the school services **students will not**:
   - Disable settings for virus protection, spam and filtering that have been applied by the school and not attempt to evade them through use of proxy sites.
   - Allow others to use their personal accounts.
   - Deliberately use the electronic identity of another person to send messages to others or for any other purposes.
   - Enter 'chat' or 'social networking' internet sites without the permission of a teacher.
   - Use unauthorised programs or intentionally download unauthorised software, graphics or music that are not associated with the learning activity as directed by a staff member.
   - Damage or disable computers, computer systems or networks.
   - Disclose personal information about another person (including name, address, photos and phone numbers).
   - Take photos or video of members of the school community without their consent.

3. When using school services **students will never knowingly** compose or forward emails or other messages containing:
   - A message that was sent to them in confidence.
   - A computer virus or attachment that is capable of damaging recipients' computers.
   - Chain letters and hoax emails.
   - Spam, e.g. unsolicited advertising material.

4. When using school services **students will never** send or publish either through internet sites or email:
   - Unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
   - Threatening, bullying or harassing material or make unreasonable demands.
   - Sexually explicit or sexually suggestive material or correspondence.
   - False or defamatory information about a person or organisation.
   - The school name or crest without permission of the Principal.

Internet Filtering

As a school, we can also block sites that we deem as inappropriate, either temporarily or on a permanent basis. However, as no blocking software is completely effective, we cannot absolutely guarantee that access will be blocked to all inappropriate sites. It is an expectation that, should a site containing inappropriate language or content be accessed, that school staff are notified so that appropriate action may be taken.

In conjunction with our internet filtering system, it is important to note that our school's ICT Department will also be monitoring internet usage and tracking visited sites, as to help ensure the appropriate use of this educational resource.

Cyber Safety

At Huntingtower we believe everyone has the right to feel safe, included and treated with respect at all times. We work proactively to provide a positive educational environment and cyber bullying is not tolerated at our school.

Definition of Cyber-bullying*: Cyber-bullying is direct or indirect bullying behaviour using digital technologies. This includes harassment via a mobile phone, setting up a defamatory website, or deliberately excluding someone from social networking spaces. This includes people who use the internet, email, intranets, phones or similar technologies to bully others.*

School Aims

Huntingtower aims to:
- Reinforce the fact that cyber bullying is unacceptable.
- Ensure the school community is alert to signs and evidence of cyber bullying and takes the responsibility to report it to staff, whether as an observer or victim.
- Ensure that all reported incidents of cyber bullying are investigated appropriately and that support is given to victims.
- Encourage parental support and co-operation at all times.

Prevention

Proactive approaches in place at Huntingtower include:
- Integrated curriculum teaching of the effective and safe use of ICT.
- All students being provided with individual and confidential computer/network logins.
- School internet filters are applied to minimise student access to inappropriate content and to track student activity on the school's computer equipment and network.
- Community access to ICT and Internet Usage Policies via the school website.
- Each classroom teacher clarifying the school policies on appropriate ICT and internet usage with students. These policy documents reinforce:
  - The use of ICT as a modern learning tool.
  - Reporting any inappropriate material or ICT usage.
  - Use of email in responsible and appropriate manner.
  - Confiding in an adult if cyber bullying is heard of or sighted.

Students need to be aware that all use of internet and email services can be monitored and traced to the accounts of specific users.

The misuse of school services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to ICT services.

Communication

This policy will be available to staff on the School Intranet and to parents and students via the parent portal. In addition, relevant aspects will be raised with students at meetings, highlighted in Bulletins and newsletters and discussed at Staff meetings. The ICT Use Guidelines are also included in all Senior School student planners.

Related Policies

Anti-Bullying Policy
Huntingtower Internet Use and Policy and procedures for Staff
Electronic Communications Policy

Evaluation

This policy will be reviewed as part of the school's review cycle or as required.

Review

Reviewed and updated by the Principal April 2015
Date of next review: April 2017