



INTERNET AND ELECTRONIC COMMUNICATION PROTOCOL FOR STUDENTS

ACCESS GUIDELINES

Introduction

The information technology facilities at Kosciuszko Street Primary School are provided to further the educational aims of the school through access to unique resources and opportunities for collaborative work. Access to these facilities by students is conditional on them complying with these Access Guidelines and with the Internet and Electronic Communication Protocol agreed with them and their parents/guardians. Any user identified as a security risk for having a history of problems with other computer systems may be denied access to the computer facilities and Internet.

Use of Computers

Students will not:

- * Place food or drinks at or near the computers and associated hardware
- * Use the computers or associated hardware unless there is appropriate supervision
- * Add or remove any hardware
- * Add or remove any software without permission
- * Place floppy disks or CD disks that have been used outside the school in a school computer (this is to decrease the risk of introducing viruses)
- * Use the facilities for commercial activities
- * Attempt to log on as a system administrator.

Use of the Internet and Electronic Communication

Students are permitted to access and publish on the Internet after they and their parents/guardians have signed the Internet and Electronic Communication Protocol, and then only in the areas agreed to.

- * No unsupervised access is permitted (a teacher must be present)
- * No access is permitted during recess or lunch times during Wet Day Timetables
- * Students will access only appropriate information relevant to their work and follow teacher instructions.
- * Students will make no attempt to access inappropriate material
- * Responsibility for accuracy and content of all web pages rests with the student publisher and supervising teacher.
- * Only members of the Technology Committee will upload web pages onto the Internet.
- * The supervising teacher will read and approve all incoming external e-mail prior to distribution.
- * The school reserves the right to review any material accessed, saved, published or transmitted.

Misuse

Use of the school's information technology facilities is a privilege, not a right. Inappropriate use, including not following these Access Guidelines and the agreed Protocol, may result in the cancellation of access for up to one year.

Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- * Be polite. Do not become abusive in your messages to others.
- * Use appropriate language.
- * Do not reveal your personal details (such as phone number or address) or those of other people.

Vandalism and Harassment

Vandalism is defined as any attempt to harm, modify and/or destroy data of another user, Internet, or other networks. This includes, but is not limited to, the uploading or creating of computer viruses.

Harassment is defined as the persistent annoyance of another user, or the deliberate interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted e-mail.

Vandalism and/or Harassment will result in the cancellation of user privileges.

Encountering Controversial Material.

Even though students will access the Internet through a Filtered Site, users may encounter material that is controversial and which users, parents and teachers may consider inappropriate or offensive.

Although staff will monitor and supervise Internet use, students must also accept responsibility not to initiate access to such material or to distribute such material by copying, storing or printing.

If a student encounters information that is unsuitable or which makes them feel uncomfortable the student is to click on "home" and immediately inform the supervising teacher.

Implementing these Guidelines.

Parents and classroom teachers are asked to read and discuss these guidelines, together with the accompanying Protocols, with students, and for the Protocols to then be completed, signed and returned to the class teacher. The class teacher will then sign them also, and will be responsible for implementing the Protocol agreements.



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2008 DECLARATION BY PARENT OR GUARDIAN

Student's Name

Parent/Guardian's Name

Date

I have read and discussed the Internet and Electronic Communication Protocol Access Guidelines with my child and I understand that such access is designed for educational purposes at Kosciuszko Street Primary School. I recognise that even though Internet access at school is through a Filtered Site it is possible that students may encounter material they or we consider to be inappropriate. The student is responsible for not pursuing such material.

I give permission for my child to:

I give permission for my child to:

Tick if you give permission

*Access the Internet for information within their classroom program

* Publish written work on the Internet using their first name only

* Publish artwork on the Internet using their first name only

* Send and receive external e-mail from other Primary School Students

* Send and receive external e-mail from other people and organisations as approved by class teacher.

Parent's Name Parent's Signature



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2008 DECLARATION BY STUDENT

I have discussed the Kosciusko Street Primary School *Internet and Electronic Communication Protocol* and *Access Guidelines* with my parents or guardians, and I understand that I need to use the computers in an appropriate manner and in accordance with the Protocol. If I do not I will be banned from using the school's facilities for a period of up to a year.

When using the Internet or Electronic Communication at Kosciusko Street Primary School I will:

- Be polite and not be abusive in my messages to others
- Use appropriate language
- 'Surf' on the Internet only where specified by my teacher
- Not give out personal information such as my surname, address, telephone number, parents' work details, or those of other people
- Never send a person my picture or anything else without first checking with my teacher
- Always have my teacher's permission before sending e-mail
- Not respond to any messages that are mean or in any way make me feel uncomfortable. It is not my fault if I get a message like that. If I come across any information that is unsuitable or makes me feel uncomfortable I will click on "home" and then tell my teacher right away.

I have permission from my parents/guardians to:

Tick if you have permission

*Access the Internet for information within my classroom program

* Publish written work on the Internet using my first name only

* Publish artwork on the Internet using their first name only

* Send and receive external e-mail from other Primary School Students

* Send and receive external e-mail from other people and organisations as approved by my class teacher.

Student's Name Student's Signature