



MILING PRIMARY SCHOOL

INTERNET POLICY

RATIONALE

Miling Primary School acknowledges that Internet access provides educational, recreational and cultural resources that are valuable, immediately relevant and easily accessible. There is a need for children to develop values, attitudes and skills for their useful and appropriate use.

OPERATIONAL GUIDELINES

School Responsibilities

- Provision of appropriate hardware, software and Internet access so that all staff and students have access to quality information and educational opportunities.
- Maintenance of the virus-detection/elimination process.
- Teacher supervision of all classroom internet use.
- Regular collection and supervision by the principal or his/her nominee of details of the school's internet log.
- Educating students as to the use of the internet including netiquette, copyright, security of student information and protective behaviours.
- Monitoring of the Miling PS website and ensuring that written permission is obtained for publication of photos, first names or student work (done at the beginning of each year).
- Book marking sites for use by all students.
- Assist students in understanding and signing the Acceptable Internet Usage Agreement and iPad Acceptable Usage Agreement at the beginning of each year.

Parent Responsibilities

- Accepting that educational use of the internet is a valid and valuable tool for learning.
- Being aware of the school's Acceptable Internet Usage Agreement and iPad Acceptable Usage Agreement (available at the school office or on the school website).
- Encouraging their children to talk about any experiences they have using the internet and being open to discussion by their children.

Student Responsibilities

- Signing and obeying the School's Acceptable Internet Usage Agreement (completed at school) (copy available on the Miling PS website).
- The internet is to be used to access appropriate curriculum related materials for classroom and school purposes.
- Students agree to access only those sites that they have been given permission to by teachers.
- If an inappropriate site is accessed accidentally, students will immediately turn off the monitor and notify an adult.
- Students will not give out personal details such as surnames, addresses or phone numbers of themselves or others, whilst using the internet or email.
- If students deliberately breach their contract, then their internet access will be withdrawn for a period of time deemed appropriate. Parents will be notified if any breaches of contract occur and consulted over withdrawal of privileges.
- Learning acceptable use of the internet.

iPads

- iPads may be used in the classroom setting only and students will always be monitored when using them.
- The same rules and guidelines apply regarding internet access.
- All children will need to sign an iPad Acceptable Use Agreement that they will care for the iPads and treat them in an appropriate manner (completed at school) (copy available on the Miling PS website). If a breach occurs, then parents will be notified and consulted over withdrawal of privileges.
- If any child deliberately damages an iPad, the school will invoice parents for the full replacement or repair cost, which may be up to \$430.00.

REVIEW

- This Policy will be reviewed every two years by school staff, before being endorsed by the School Board.
- The school will ensure that the Policy is within Department Guidelines for internet use in schools and ensure that blocked sites are not being accessed by any staff member.

SCHOOL BOARD ENDORSED 2018



MILING PRIMARY SCHOOL

ACCEPTABLE INTERNET USAGE AGREEMENT

It is the responsibility of the classroom teacher to ensure that each child has been read these rules and understandings and that each one is clearly understood before the child writes their name at the bottom of the agreement.

Online Rules

I agree to follow the online rules set out below when I use the Department provided online services:

- I will use the school computers only with the permission of a staff member.
- I will follow all instructions from staff members when using school computers.
- I will not access the internet unless instructed by a staff member.
- I will not give my password out to others.
- I will not let other people logon and/or use my account and I will not use anyone else's.
- I will tell a staff member if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the internet if I have asked a staff member.
- If I download material or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with a staff member first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- I will be held responsible for my actions if I break any of the rules stated above.
- If I use the internet in a way that I should not, then I may not access to the internet in the future.
- If I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the Principal.

I agree to abide by the Acceptable Internet Usage Agreement for school students.

Name of Student: _____

Signature of Teacher: _____ Date: _____

Office Use Only: Date processed: _____ Processed by: _____

Note: *This agreement should be filed by the classroom teacher and a copy be made available to parents if require.*



MILING PRIMARY SCHOOL

IPAD ACCEPTABLE USAGE AGREEMENT

It is the responsibility of the classroom teacher to ensure that each child has been read these rules and understandings and that each one is clearly understood before the child writes their name at the bottom of the agreement.

I agree to follow the rules set out below when I use the school iPads:

- I will always wash my hands before using the iPad.
- I will always use two hands when carrying the iPad.
- I will only use apps and programs a staff member has instructed me to use.
- I will not access the internet unless instructed to do so.
- I will never have food or liquids around the iPad.
- I will not add or delete any app or program from the iPad or disable or modify any settings, unless instructed to do so by a staff member.
- I will not use the iPad's camera unless instructed to do so by a staff member.
- I will be responsible and make smart learning choices while using the iPad.
- I understand that if I deliberately damage the iPad, the school will bill my parents for the full replacement or repair cost.

I understand that:

- I will be held responsible for my actions if I break any of the rules stated above.
- If I break any of the rules above, then I may not be allowed access to the iPads for a period of time.

I agree to abide by the iPad Acceptable Usage Agreement for school students.

Name of Student: _____

Signature of Teacher: _____ Date: _____

Office Use Only: Date processed: _____ Processed by: _____

Note: *This agreement should be filed by the classroom teacher and a copy be made available to parents if required.*