



SOUTHERN CROSS
— GRAMMAR —

STUDENTS AND THE INTERNET POLICY

MARCH 2011

CONTENTS

Introduction

Purpose

Scope

Responsibilities

Review

Principles

Guidelines

Copyright

Risks

Code of Conduct

Internet Access Agreement

Appendix 1 Internet Access Agreement Form

INTRODUCTION

The internet is a world-wide network connecting millions of computers used in commercial, Government, academic and private settings. Anyone with access to the Internet can readily share information and communicate with people anywhere in the world who have similar access.

For educators, the Internet is a constantly changing environment that can effectively extend teaching and learning beyond the classroom for all students. It offers a wealth of information from many different sources and in many formats. It provides boundless opportunities to develop students' skills in communications, information processing and publishing. The Internet is not only a student-centred learning tool which encourages collaboration, creativity, problem solving and critical thinking, it is also a tool which can be highly motivating for students to use.

However, access to the Internet also allows access to material that may be inappropriate for students to view. Since Southern Cross Grammar believes that the information and interaction available through the Internet is of great educational value, allowing access to the Internet must outweigh the risks that users may access inappropriate material. Even though Southern Cross Grammar provides access to the Internet via a connection which uses filtering software, this in no way abrogates Southern Cross Grammar's responsibility of providing adequate supervision whenever students access the Internet.

PURPOSE

To provide written processes which enable Southern Cross Grammar to implement procedures which guide acceptable student usage of the Internet in order to enhance and maximize learning and teaching. This policy also addresses the safe management and effective use of the Internet at Southern Cross Grammar.

SCOPE

This policy applies to students' use of Internet services for teaching and learning purposes, including:

- a) intranet, Internet and email services within Southern Cross Grammar, including those managed by external providers; and
- b) all Southern Cross Grammar staff who utilise, support or manage these services for teaching and learning.

While Southern Cross Grammar encourages students to make responsible choices when using the Internet, it holds no responsibility or legality for student access when off School premises.

RESPONSIBILITIES

SOUTHERN CROSS GRAMMAR BOARD

The Board will ensure that staff at Southern Cross Grammar is provided with Professional Development addressing Internet usage, "netiquette" protocols and supervisory strategies.

The Board will provide adequate filtering software to help restrict access to inappropriate materials.

PRINCIPAL

The Principal should take appropriate measures to:

- a) ensure teachers, students, and parents or guardians are aware of the risks and benefits associated with the usage of Internet services, and the measures in place to minimise these risks;
- b) develop Intranet, Internet and Email Usage guidelines that apply to their school;
- c) obtain from parents or guardians their written agreement to the student accessing Internet services under the conditions set by the school;
- d) prepare students to cope with unanticipated access to inappropriate materials or people.
- e) ensure that individual privacy is respected at all times.

STAFF

Staff should ensure that:

- a) they are aware of the risks and benefits associated with the usage of Internet services, and the measures in place to minimise these risks;
- b) the use of the Internet is incorporated into student learning programs.
- c) time is not wasted by fruitless searches and distractions from the task at hand. Teachers should be fully prepared for lessons using the Internet by researching pages beforehand to ensure they are current and suitable.
- d) students are supervised in the acceptable and responsible use of the Internet. (as set out in the Code of Conduct)
- e) students receive preparation in how to cope with unanticipated access to inappropriate materials or people.

STUDENTS

Students should ensure that:

- a) they take personal responsibility for ensuring that they use the Internet in an acceptable way;
- b) they abide by the Code of Conduct which is outlined below;
- c) they understand the consequences of inappropriate usage of the Internet (such as the withdrawal of computer privileges).

PRINCIPLES

Southern Cross Grammar believes that:

- access to the Internet is a privilege provided to enhance learning and teaching. It is not a right.
- access to the Internet carries responsibilities that should be observed at all times.
- with responsible use of the Internet, equal access to information is assured for all students.

GUIDELINES

- The Internet is used for educational purposes through curriculum-related and guided activities.
- Pornographic, explicit, violent or illegal activities and/or sites are not permitted on computers at Southern Cross Grammar.
- Students are made aware that not all information on the Internet is necessarily correct, accurate or appropriate. Students are encouraged to be discerning and critical in their usage and evaluation of material viewed.
- All Internet users must be aware of and abide by the laws of copyright and ICA policy regarding these laws. Plagiarism is unacceptable.
- Harassment, inappropriate language or other offensive behaviour is not acceptable Internet usage.
- Identifying data, e.g. address, should not be provided over the Internet.
- Written permission from parents and/or guardians, staff and community members must be obtained before photographs or the full name of individuals are published on the Internet.
- All users must ensure that all passwords remain confidential and are known only to their rightful owners.
- Students and their parents and /or guardians must read and sign the Internet Access Agreement form before Internet access is permitted.
- Access to the Internet will be managed by the Internet Administrators.
- A login system will be used to control access to the Internet. A tracking system will be in place to record individuals who have logged in.
- Individuals will be held accountable for any infringements which are detected as having taken place during their login session on an identifiable computer.

COPYRIGHT

The issue of copyright on the Internet is complex. At Southern Cross Grammar, we endeavour at all times to abide by the Copyright Act with respect to the publishing of material and images from other sources.

Students are taught about the use of images and information downloaded from the Internet. They will not copy and publish any material from the Internet without first editing and acknowledging all references and sources.

RISKS

Much of the information on the Internet is not well selected, nor well organised. Students need to be taught to be selective and use various Search Engines correctly to minimise time wastage and frustration with its usage.

The information may sometimes be illegal, dangerous or offensive. Issues of sexual harassment and copyright violation can arise from the use of material available on the Internet without appropriate warning,

discussion, education and supervision. Children should be regularly reminded to report problems and regular opportunities need to be taken for discussion on subjects that arise from these problems.

Programs and application files (such as word processing documents) arriving through the Internet may contain viruses. Such material must be checked using appropriate virus checking programs, which are installed on all ICA computers. If any doubt exists about the stability of the material, it should be deleted.

CODE OF CONDUCT

STUDENT USE OF THE INTERNET

- Students will not deliberately seek out, create or receive material that is racist, sexist, offensive or abusive in any way.
- Students will not break copyright law by copying another person's work from the Internet and indicating it is their own.
- Students will not access email, Chat Lines or Chat Rooms without the permission of a teacher.
- Students will not interfere with the computer settings without the permission of a teacher.
- Students will not use sound without headphones where this is disruptive of others.
- Students will not interfere with the work of any other student.
- Students will not play games, whether these are downloaded to the network or brought from home on disk, unless authorised to do so by a teacher or network administrator.
- Students will not download any material without the permission of a teacher.
- Students will not reveal any details about themselves or any other person on the Internet.
- Students will inform supervising teachers immediately if any material is accidentally found which makes them feel uncomfortable or is inappropriate.
- Students will not interfere with the operation of network, install programs or attempt to breach security in any manner, without authorization of the network administrator.
- Students will be advised of the requirements of the Commonwealth Crimes Act in relation to computer usage and will be expected to adhere to the requirements of the Act. The Act states that a person shall not knowingly or recklessly:
 - use a telecommunication service supplied by a carrier to bully, menace or harass another person; or
 - use a telecommunication service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive.
- Students will be required to act responsibly at all times and not act in a way that may offend other users of the system.

INTERNET ACCESS AGREEMENT

Each student is required to have completed an Internet Access Agreement Form before they can access the internet at Southern Cross Grammar. The form is kept on file.

Forms will be distributed to newly enrolled students or students or have not previously completed an agreement form. The form is completed only once while the student is enrolled at Southern Cross Grammar unless a change is made to the form.

The form can be found in Appendix 1.

REVIEW

As part of Southern Cross Grammar's ongoing planning, evaluation and review process, this policy will be reviewed annually by the School's Technology Committee.

APPENDIX 1 INTERNET ACCESS AGREEMENT FORM



Internet Access Agreement Form

Student

I understand that the Internet can connect me to useful information stored on computers around the world.

While I have access to the Internet:

- 1) I will use it only for educational purposes.
- 2) I will not look for anything that is illegal, dangerous or offensive.
- 3) If I accidentally come across something that is illegal, dangerous or offensive, I will:
 - a) clear any offensive pictures or information from my screen; and
 - b) immediately and quietly inform my teacher.
- 4) I will not use the internet to annoy, offend or interfere with anyone else.
- 5) I will not reveal my own or anyone else's identity or details.
- 6) I will not break copyright law.
- 7) I will not download material unless a teacher asks me to.
- 8) I understand that if the school decides I have broken these rules, appropriate action will be taken. I could lose my Internet access for some time.

Student's Name _____

Student's Signature _____

Date _____



SOUTHERN CROSS
GRAMMAR

Internet Access Agreement Form

Parent or Guardian

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world. I understand that the school cannot control what is on those computers and that a very small part of that information can be illegal, dangerous or offensive.

I accept that, whilst teachers at Southern Cross Grammar will always exercise their duty of care, protection against exposure to harmful information should depend ultimately upon responsible use by students.

I believe that _____ (Student's name) understands this responsibility and I hereby give my permission for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

Parent or Guardian's name _____

Parent or Guardian's signature _____

Date _____