

MONTAGUE CONTINUING EDUCATION CENTRE

100 Montague Street
South Melbourne 3205
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INTERNET USAGE POLICY

Rationale:

Discriminating and effective use of the internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

Statement of Commitment to Child Safety:

As part of our commitment to the safety and wellbeing of young people we recognise the importance of, and a responsibility for, ensuring our school is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of young people, and enables them to thrive in their learning and development.

Montague staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

Aims:

- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in discrimination and appropriate internet and computer usage.

Implementation:

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet and email access.
- All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Students will be held responsible for all activity that occurs under their log-in and password.
- Student behaviour when using school computers and networks, when using the internet and e-mail, and when engaging in any activity with school computers must be consistent with the school's Student Code of Conduct. A signed parent and student consent form (see attached) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.

- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Consequences of publishing and/or accessing inappropriate material could result in the removal of access rights.
- Signed parent and student consent (see following) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. Student's will only identify themselves on the internet by their first name and last initial.
- Staff are expected to utilise and integrate technologies, including on-line learning opportunities, into their programs for all students.
- The school will provide appropriate professional development and support for all staff.
- Costs associated with personal internet usage will be borne by students.

Policy evaluation and review:

To ensure ongoing relevance and continuous improvement, this policy will be reviewed in the context of school self-evaluation undertaken as part of the school accountability framework. The review will include input from students, parents/carers and the school community.

This policy was last ratified by School Council

**September
2016**

References: - <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/what.aspx>
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyberbullying.aspx>



INTERNET / EMAIL CODE OF PRACTICE

Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher.

- I understand that I will be allocated a personal log-in and a password and I will be responsible for all activity that occurs under my log-in and password. I will therefore not provide my log-in or password details to others.
- I will not use the internet or networks at school to access web pages, computer files, newsgroups, chat groups or other materials that would be considered offensive in the judgement of the college, or infringe the Student Code of Conduct.
- Not use the internet to frighten, threaten, annoy or bully other people. This can be illegal.
- I will be courteous and use appropriate language when communicating on the internet, and will report to the teachers any instances of inappropriate communication to me.
- I will accept responsibility in regard to copyright protected material and plagiarism. I will not download and redistribute software, games, music, graphics, videos or text unless authorised to do so by the copyright owner, and will not attempt to present somebody else's work as my own.
- I will not reveal personal information including my internet password/s to others, and will not distribute names, addresses, credit card details or telephone numbers of myself or others via the Internet or school network unless required by the College to do so.
- Consistent with the Student Code of Conduct, I will be denied all access to school computers and or the Internet for a time to be determined by the College and may face further disciplinary action consistent with the Student Code of Conduct, if I violate any of the terms of this agreement.

STUDENT NAME:

STUDENT SIGNATURE:

DATE:

Parent/Guardian Agreement:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I do/do not consent to my child having their first name (last initial) published on the school's Internet site.

I do/do not consent to my child having their picture published on the school's Internet site.

I do/do not consent to my child corresponding with others, using email or other cyber tools.

PARENT NAME:

PARENT SIGNATURE:

DATE:

