

Elearning Policy: INTERNET ACCESS AND USE

Purpose:

To provide a set of guidelines and protocols for students, staff and other adults using the school's network resources to access Learning Technologies, including online services.

Broad Guidelines:

- Access to websites, e-mail and other on-line services is seen as a valuable tool to assist teachers and children in the learning and teaching process.
- Protocols should be in place at all times to protect students from contact with inappropriate material and contact available through the internet. There should be no access to material containing inappropriate text, sounds or images at any time using school resources. There should be no contact with persons who have no legitimate reason for having contact with the school.
- Students must not access the internet, e-mail and other on line services services without staff knowledge and supervision.
- Students must be under adult supervision at all times when using the internet, e-mail and other on line services.
- Access to internet, e-mail and other on line services by parents and the wider community outside school hours should only be available through appropriately designed and implemented programs.

Implementation:

- Access to internet, e-mail and other on line services should be available through the school's network resources to every classroom, library, artroom, staffroom and office.
 - The school will subscribe to Edunet via the VicOne network annually and all student browsing will be made through the Selected Education Cache system.
 - Access to World Wide Web browsing outside the Selected Education Cache system will only be made through a staff member account and password.
 - Students and their parents must sign a contract agreeing to the terms of use of the school's network resources before being given access to the network and internet services in a classroom situation and library.
 - At no time are students to access the school's network or internet services without staff permission and supervision.
 - It is the responsibility of staff to ensure that they have visual contact with students using computers and the internet.
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- If students require the use of a computer in a classroom other than their homegroup (or Library pod), it is the responsibility of the homegroup teacher to supervise appropriate use of the network and internet.
- The school will use the SINA and Edunet software tools which will allow the close monitoring and recording of network and internet access and websites visited. The network manager will view these records on a regular basis and take disciplinary action where required.
- Students and adults who are involved in inappropriate activity on the school's network resources and internet services may be excluded from future access. Where activity of a criminal nature is suspected, police will be notified.
- Only fully licensed software is to be used on the school's equipment.
- Only school approved USB's are to be used on school computers. USB sticks are only to contain school required files. A school approved USB will be listed on the booklist each year. If lost a replacement USB must be purchased through the school.

Resourcing:

- Provision will be made annually through the E Learning Budget for subscription to Edunet through the VicOne network.
- Provision will be made annually through the E Learning Budget for internet services accessed outside the Selected Education Cache of Edunet.
- If required, provision will be made for additional bandwidth on the ISDN connection in future years.

Evaluation:

- Regular summaries of network and internet access and use will be compiled to monitor the effectiveness of the protocols being used, and referred to the school's Leadership Team. The operation of the protocols and guidelines is to be reviewed half yearly and a report with any recommendations presented to School Council annually.
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Access

Students will have access to an individual account that will provide them with access to the computer network. The Server software will be used to track the operation of each account.

Storage

Students will be allocated a storage area to be used as a back up facility for their data. The network data storage is a back up facility and no responsibility can be taken by the school for lost and corrupted work. Loss of work caused by network failure is not an acceptable excuse for not handing in work. Students and staff should maintain multiple copies of all data and work. It is recommended staff and students store a back up copy of their data off site.

MISUSE

Misuse is a term used to describe any inappropriate activity involving the facilities and services provided through the school's E Learning resources. Inappropriate activity includes, but is not limited to, the activities described below.

- Unauthorised use of computers and network resources, including printers.
- Downloading or storage of data and/or software that is not authorised, or for which the school does not hold a legal licence, or appropriate for school use. (Eg. games, midi and MP3 files, non work related graphics, offensive or undesirable material, non school required files, etc)
- Use of another person's computer account and/or email account, or allowing another person to use your accounts.
- Running programs or exploring directories that are not related to student work. (See hacking on next page)
- Accessing the internet, intranet and e-mail services without staff permission and supervision.
- Sending messages that are not part of a structured class program.
- Using the computer, internet, intranet or e-mail to view or publish sexually explicit, racist, offensive, illegal, undesirable or inappropriate material.
- Copying of files from restricted areas of the network, or from other students' accounts. (See hacking on next page)
- Attempting to access inappropriate sites on the internet or e-mail.

Students found guilty of misuse of the computer network resources will be reported, by their teacher, to the elearning Leader, who will keep a record of the infringement and will inform parents of the infringement. It is at the discretion of the eLearning Leader, in consultation with the Principal, to determine the severity of the infringement and whether further disciplinary action is required, in line with the schools Student Behaviour Management Policy.

Students found guilty of misusing the computer network resources will be notified of the infringement and removed from the network

First Incidence- removed for two weeks

Second Incidence- removed for 1 month

Third Incidence- removed for a period of up to twelve months.

Please Note: A student will not be given full access to the school's computer network resources until the attached 'Computer Network Usage Agreement' has been discussed and signed by parents and the child and returned to the school office.

STUDENT HACKING (trying to break into restricted areas of the computer system) or deliberate vandalism of computer hardware, software, file storage systems and network components.

These offences are deemed more serious than those defined as 'Misuse'.

First infringement will result in the student being removed from the computer network for one month. Financial compensation may be sought by the School to meet the cost of repairs and police may become involved in cases of criminal damage. (vandalism) An infringement report form will be completed, in consultation with the child. The eLearning Leader will inform parents of the infringement. Other disciplinary action may also be taken by the school, in line with the school's Student Behaviour Management Policy.

Second infringement will result in the student being removed from the computer network for up to one year. Financial compensation may be sought by the School to meet the cost of repairs and police may become involved in cases of criminal damage. (vandalism) An infringement report form will be completed, in consultation with the child. The eLearning Leader will inform parents of the infringement. Other disciplinary action may also be taken by the school, in line with the school's Student Behaviour Management Policy.

COMPUTER NETWORK USAGE AGREEMENT

STUDENT SECTION

Before signing this agreement read it carefully. If you are unsure about any issue please contact the school and speak to the Computer Network Administrator or class teacher.

I (name) have read and understand the rules outlined in Computer Network Usage 2002.

By signing this document I accept the consequences if I break any of the rules listed in the eLearning policy.

Before any excursions are applied I will be told by the e Learning Leader of the rule I have broken. The reasons for my exclusion will be sent to my parents by the eLearning Leader.

I am aware that if I break the set rules I will lose access to the school's computer network and internet for a set period of time including use for class projects across all areas of the curriculum.

Signed: Date:

PARENT SECTION

I am aware of the eLearning Policy my child _____ has signed and realise there are specific consequences for inappropriate computer and internet use.

Signed: Date:
