

ST LEO'S CATHOLIC SCHOOL - DEVONPORT

NAG 5: Health and Safety

HEALTH AND SAFETY POLICY
Procedure: Internet Usage and Safety

INTRODUCTION

The purpose of the internet usage and safety procedure is to ensure the welfare and safety of staff and students using the Internet, and to prevent unauthorised use of the internet.

PROCEDURE

- 1) Internet facilities at St. Leo's are to be used for educational purpose only.
- 2) Staff training on the Internet is made available through the School Information and Communication Technology Committee.
- 3) Students must be directed to sites/search engines on the net by teachers rather than be allowed to 'surf the net'. Staff need to be familiar with the relevant subject before allowing student's access to the Internet.
- 4) Staff may have individual Internet e-mail addresses.
- 5) All students must sign the Student Computer and Internet Use Agreement for St. Leo's School and have the signed permission of a parent/caregiver before using the Internet at St. Leo's. These documents are to be kept on file by the appropriate class teacher.
- 6) Students may use the Internet only during class time unless given permission.
- 7) A teacher must remain in the room at all times when supervising students using the Internet.
- 8) The Leo's School Student Computer and Internet Use Agreement must be clearly displayed on the wall of each classroom.
- 9) This policy has been written in conjunction with the Special Character Policy.

APPENDICES

Appendix 1 provides the detail of the Student Computer and Internet Use Agreement.

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APPENDIX 1

Student Computer and Internet Use Agreement

I understand that:

- 1) I will use the internet only for research, referencing, verifying information or carrying out an exercise given to me by a teacher.
- 2) I will ask permission from a member of staff before using the internet.
- 3) I will only e-mail people I know or people associated with a particular study and only with my teacher supervising.
- 4) I will only join a chat group (i.e. one associated with a particular study) with my teacher supervising.
- 5) The messages I send will be polite and responsible.
- 6) I will report any unpleasant material or messages sent to me. I understand my report would be confidential and would help protect other pupils and me.
- 7) I understand that the school may check my computer files and may monitor the internet sites I visit.
- 8) I will only use the internet if a teacher is in the room and he or she has agreed to supervise me.

I understand how important it is to:

- 1) **Take care of Information Technology resources, such as computers and the internet.**
 - a) Be careful with equipment and furniture.
 - b) Use only school software on school computers.
- 2) **Be considerate of other users.**
 - a) Share available equipment.
 - b) Be careful not to waste computer resources, e.g. paper.
 - c) Avoid disruption of the running of any computer network.
 - d) Take care not to display anything that could be offensive to others.
- 3) **Be responsible for privacy and security**
 - a) I will not give anyone on the internet information about myself or anyone else – this includes my home address, phone number or photograph.
 - b) I will tell the teacher if I come across a virus or security problem.

Student

- 1) I have read this Agreement and know the importance of the school rules for the use of computers and the internet.
- 2) I know that if I break these rules, I might lose the right to use a school computer.

Name (printed)

Year

Signature

Date

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Parents

- 1) I have read this Agreement and understand that my child is responsible for using school equipment and the internet as outlined.
- 2) I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement.
- 3) I understand while the school will do its best to restrict student access to inappropriate material at school on the internet or through e-mail, it is the responsibility of my child to have no involvement in such material.

I give permission for _____ to be given access at school to global information systems such as the internet or e-mail.

Signature

Date