

**KEW EAST PRIMARY SCHOOL  
POLICY MANUAL**

**POLICY NO. 309**

**LEARNING TECHNOLOGIES –  
USE OF SCHOOL NETWORK AND  
INTERNET/EMAIL USE**

**2 Pages**

**POLICY STATEMENT**

Learning Technologies provide opportunities for staff and students to access and use computer hardware, software and information sources within the school network. The use of Learning Technology helps further the educational goals of the school community.

**PURPOSE:**

To provide guidelines for students and staff to access and use a variety of computer hardware, software and information sources within the school network, to further the educational goals of the school community, whilst maintaining the privacy rights of staff, students, families and the community.

**GUIDELINES:**

**School Network Structure:**

Computerised information sources are available both locally and on a range of electronic communication networks (e.g. the local area network (LAN), Intranet, Internet and Email). Such networks facilitate communication in support of research and education by providing access to unique resources and an opportunity for collaborative work. School-based images and work may be placed on these networks as part of the collaborative process.

Access of the Network is conditional on both staff and student users complying with the rules outlined in this policy.

The steps taken to protect the privacy and welfare of staff, students, families and communities are outlined in guidelines accompanying this policy.

**Conditions and Rules for Use of Computer Networks:**

**Acceptable Use:**

- ❖ Use of the computer facilities and networks should be directly related to research and education within the bounds of the school curriculum.
- ❖ Students are not able to bring disks, CD-ROMs etc from home due to the risk of transferring viruses to the school Network.
- ❖ Students are able to take school bought disks and CD-ROMs home from school.
- ❖ Transmission of any material in violation of any school, Department of Education, Employment and Training (DE&T) or Federal or State regulation is prohibited. This includes, but is not limited to, copyright material and threatening and obscene material.

**Privilege:**

- ❖ Use of computer facilities and networks is a privilege, not a right. Inappropriate use, including use not complying with this policy, may result in the suspension of user privileges for a time specified by the teacher or school at their discretion.

**Network Etiquette:**

- ❖ Written material published locally or through any network will use appropriate language. Messages will be polite and not abusive, and will not include swear words or other vulgarities.
- ❖ Students will reveal their first name only in any network communications.
- ❖ All users will ensure that personal addresses, phone numbers or other identifying information of themselves, other students or staff are not revealed.
- ❖ Network access should not disrupt other network users. Users will avoid consuming an unduly large proportion of memory or download time when working, as the time to load information from the 'net' can sometimes take hours.
- ❖ Electronic mail (Email) is not, and cannot be, guaranteed to be private. The System Administrators have the right to read any communication. Messages relating to, or in support of, illegal activities will be reported to the authorities and may result in the suspension of user privileges for a time specified by the teacher or school at their discretion.

#### Monitoring:

- ❖ Kew East Primary School reserves the right to view any material accessed or saved on any computer or computer network.
- ❖ The school will apply a filtering system, according to DE&T regulations, that will block access to Internet sites on the World Wide Web which are considered to be undesirable, including extremist political, pornographic, game and chat sites.
- ❖ All computer screens will, where practical, face into the classroom to enable effective monitoring by teachers.
- ❖ Students may only use computers when a teacher is present and may not use them during recess, lunchtime or before/after school, including during inclement weather.
- ❖ The school will monitor all incoming and outgoing external Email sent to students.

#### Network Security and Encountering Unsuitable Material:

- ❖ The System Administrators and teachers must be notified of any security risk or inappropriate web content identified by a user and the accepted DE&T protocol should be followed at this time. The risk will be revealed to other users on a need to know basis.
- ❖ Attempts to log on as a System Administrator will result in suspension of user privileges for a time specified by the teacher or school at their discretion.
- ❖ Any user identified as a security risk may be denied access to the computer facilities.
- ❖ Despite the use of a filtering system, users may still encounter material through the Internet that parents, teachers or administrators may consider inappropriate or offensive. It is the user's responsibility not to continue to initiate access to such material or to distribute such material by copying, storing or printing, but instead follow the recognised DE&T protocol for these situations. Appropriate steps will also be taken by the school in relation to the students' emotional welfare.
- ❖ Kew East Primary School reserves the right to authorise chat sites for educational purposes and to control children's use of them.

#### Vandalism and Harassment:

- ❖ Vandalism is defined as any malicious attempt to modify and/or destroy data of another user or the network. This includes, but is not limited to, the unloading or creating of computer viruses.
- ❖ Harassment is defined as the persistent annoyance of another user, or the interference with another user's work. Harassment includes, but is not limited to, the sending of unwarranted mail.
- ❖ Vandalism and harassment will result in suspension of user privileges for a time specified by the teacher or school at their discretion.

#### **Disclaimer:**

- ❖ Kew East Primary School will not be responsible for any damages incurred as a result of using the computers within the school. This includes loss of data. Use of any information obtained via the Internet is at the user's own risk.
- ❖ Kew East Primary School accepts no responsibility for the accuracy or quality of information obtained through its networks.
- ❖ Kew East Primary School accepts no responsibility for school bought disks that children may bring home from school.

**Parent / Guardians' Role:** support this policy implementation by following the guidelines as stated and completing all Computer Protocols.