

INTERNET SAFETY POLICY

To promote and ensure the welfare and safety of children and young people when using the Internet. While the College wishes to encourage students to make worthwhile use of the Internet, it is important that we train students to use the tool responsibly.

PURPOSE

To provide access to the Internet, so staff and students can:

- ❖ become effective and safe users of the Internet
- ❖ extend their awareness and knowledge of the Internet
- ❖ become motivated, responsible, independent users of the Internet

GENERAL POLICY ON INTERNET USE AT ST PETER'S

Use of the Internet facilities at St Peter's is strictly for educational purposes. This includes "after hours" use, and use for the professional development of staff.

STAFF USE OF THE INTERNET

- ❖ Training for staff who wish to use these facilities is available through the computer committee – and is essential for the safety and protection of staff, students and equipment. Staff who are not trained must not take responsibility for allowing students to use the Internet.
- ❖ Because use of the Internet facilities at St Peter's is strictly for educational purposes, students must be directed to sites on the Net, rather than surfing - or must use sites already downloaded by staff onto the school intranet.
- ❖ When staff members use the Internet, they do so only within the boundaries of this policy. Staff are aware that misuse of the Internet could be grounds for serious disciplinary action. Each staff member has been given a copy of this policy.

STUDENT USE OF THE INTERNET

(This applies to any young person, whether or not enrolled at the College, eg a staff member's child)

- ❖ All students must sign *the St Peter's College Computer and Internet Use Agreement*, AND have the signed permission of their parents before using the Intranet at school. Intranet is the school's e-mail and internal Internet system.
- ❖ All students will gain intranet and IM privileges once the agreement is signed.
- ❖ A list of licensed students will be kept in the library. Parents and all users are reminded that our server has software that records all sites visited by each person who logs on.
- ❖ Students will only be given Internet privileges, if they have an educational need for Internet use.
- ❖ A staff member must be in the room whenever a student uses the Internet. So a student cannot be sent to the library to use the computers unsupervised. This also applies to any special use before or after school hours.
- ❖ That means that students can use the Internet only during class time, unless given special permission, in which case a staff member must supervise.

The College also acknowledges our partnership with parents in this area, and we will work to share information about the use and misuse of the Internet.

St Peter's College Computer and Internet Use Agreement

I understand that:

- ✓ The only purpose for school computers is to support teaching and classroom learning
- ✓ The only reason I would be allowed access to the external Internet at school is because I need the material available to assist my classroom learning
- ✓ The school has a responsibility to do its best to ensure that students of all ages are safe while using global information systems such as the computer and Internet
- ✓ I agree not to scan or display graphics, record or play sounds, or type messages which could be offensive to others
- ✓ I am not permitted to access material through the Internet that is offensive, dangerous, inappropriate at a school, or illegal
- ✓ I am not permitted to download software, music, dvd, or video without permission from the Network Manager
- ✓ I am forbidden to pass on any such material by copying, storing or printing it
- ✓ If I am using e-mail I know that I am not permitted to send any messages which are threatening, offensive to anybody (not just the person I am sending it to), dangerous, inappropriate at school, or illegal
- ✓ I will remove from my screen immediately any offensive material that I accidentally access, and I will report that to the teacher supervising. (This is because we have records of each site users visit and we need to know in advance that you have broken the rules accidentally. If you don't report it, we will have to assume it was deliberate.)
- ✓ I can only use the Internet or e-mail at school if there is a teacher supervising
- ✓ Being on-line costs the school money so I will log off when I have finished
- ✓ I will not send anonymous or falsely addressed e-mail
- ✓ **I will not use another person's logon name and password to access a computer**
- ✓ **I will not log anyone else on to a computer using my name, or allow others to log on with my name**
- ✓ I will not download or install software.

I also agree that:

- ✓ I will look after the equipment
- ✓ While using the school system I will not give anyone on the Internet information that will identify me or anyone else (this includes phone number, address, photograph, or credit card information)
- ✓ I will not use disks, cds or pen-drives in the system without checking with the teacher first
- ✓ I will report all security or virus problems I come across to the Network Manager

If I break any of the rules on this page or act irresponsibly in my use of the computers, I understand that I might lose the right to use the system, and the school may take other disciplinary action against me. This could include removal from a course that requires computer use.