



ICT Acceptable User Policy

Rationale

To promote and ensure the welfare and safety of the users when using the Internet at St. Peter Chanel Catholic School.

Purpose

To provide Internet access, 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.

Guidelines - Staff

1. At the beginning of their employment staff must sign an Internet Use Agreement.
2. Staff must direct students to sites on the Net, rather than surfing, which is why staff members **must** gain experience using the Internet before letting their students use it.
3. Staff can have individual Internet e-mail accounts.

Guidelines - Students

1. All students and their caregivers / parents must sign the School Computer and Internet Use Agreement before using the Internet at school – this is part of the enrolment process. The documents are kept on file at the school office.
2. A teacher or staff member must be in the room whenever a student uses the Internet. This also applies to any special use before or after school hours.
3. Students may not operate their own e-mail account e.g. Hotmail via the schools computers.
4. Students can use the Internet only during class time unless given special permission, in which case a teacher or staff member must supervise.

Guidelines - Email

1. Email boxes will be checked at least once every three days and all incoming mail will be appropriately filed or deleted.
2. Spelling and grammar in students emails will be checked and approved by staff before any messages are sent.
3. Students will only use their specific classroom e-mail account.

Safety Issues

- The Internet Safety Policy will be clearly displayed by all school computers.
- The school will continue to refine methods of improving safety on the Internet.