



No.1270  
202 Simpson Street, Buninyong Vic. 3357  
ph: (03) 5341 3560 fax: (03) 5341 3061  
email: [buninyong.ps@edumail.vic.gov.au](mailto:buninyong.ps@edumail.vic.gov.au)  
web: [www.buninyongps.vic.edu.au](http://www.buninyongps.vic.edu.au)

# Internet and Network Usage Policy

*This policy was last ratified by School Council on*

17<sup>th</sup> of November, 2014

This policy works in conjunction with the Victorian Department of Education's 'Acceptable Use Policy' for DEECD Information, Communication and Technology (ICT) resources, as well as, Buninyong Primary's Acceptable Use Agreement, BYOD Policy and Social Media Policy.

## 1. RATIONALE

The Internet and school network access provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities. The Internet is a powerful tool for developing students' communication and collaboration skills. Above all, the Internet is an effective means of building language skills.

Numerous protocols govern the use of the Internet and school's ICT network. Learning these protocols and how to adhere to them helps students understand the rule-based society in which they live and treat others with respect and decency.

### **Buninyong Primary School's eLearning Vision:**

eLearning provides support and enhances student learning in an ever-changing, global community. It is flexible, personalised and develops 21st competencies by being embedded into the core principles and practices of teaching and learning at Buninyong Primary School.

- Buninyong Primary School (2013)

## **2. INTENDED USE:**

To provide a safe connection to the Internet and network for all students, staff and school community members for educational purposes, research and communication. This policy is intended to:

- Improve student learning outcomes by increasing access to worldwide information and information stored on the school's network;
- Develop skills in appropriate and effective Internet and network usage; and
- Instruct children about how to use the Internet and network in a safe and responsible manner.

### **2.1 WHO DOES THIS POLICY APPLY TO?**

This policy applies to all the following groups within Buninyong Primary School's community:

- Students;
- Staff;
- Parents; and
- Principal Administrators

### 3. IMPLEMENTATION:

- Staff, parents and students will be provided with a copy (to be signed and returned to school) of the Buninyong Primary School Internet and Network Usage Policy. (Also available for download from the school's website at: <http://buninyongps.vic.edu.au/documents/policies-and-guidelines/>)
  - Individual internet login and network access accounts will be created for staff and students in year 6 (IINet).
  - Individual user email accounts will be created for students in grades 4-6.
  - Staff will be given access to the World Wide Web through the Netspace filter.
  - Students will have restricted access to the World Wide Web via the EduPass and Netspace department filter (IINet). Additional sites will be blocked/unblocked as required. Outside of this, students are encouraged to participate in teacher-directed inquiry activities.
  - Students who have access to 'Real Time' or 'Video Conferencing' software will do so under teacher supervision.
  - Downloading of applications is not permitted without approval by the Network Administrator.
  - Approved Network Administrators will have access for the purposes of servicing the Network.
  - Any Internet site used for class activities should be for educational purposes and care must be taken to ensure the content is appropriate.
  - Students will be encouraged to critically appraise any site on the Internet for accuracy and educational value.
  - Students and staff will have censorship filtered internet and email access.
  - Student use of the Internet will be supervised by a teacher at all times.
  - Students shall be responsible for notifying their teacher of any inappropriate materials so that access can be blocked.
  - Staff shall be responsible for notifying the ICT coordinator of any inappropriate materials so that access can be blocked.
  - All material published on the Internet by Buninyong Primary School will be used to present relevant information about the school that is of use to other schools and the wider community.
  - No images portraying students of Buninyong Primary School will be published or transmitted on the Internet unless parents of students portrayed in that image have given written consent.
  - Information about students and their families is not included on the school's website.
  - Staff will have their names and email addresses published on the school's website to allow all parents and community members a chance to contact them in line with the school's email protocols.
  - Students are forbidden from accessing chat rooms, blogs or forums that have not been specifically set up by or approved by their teacher.
  - Explanations and demonstrations will be given to students on how to select appropriate keywords when searching for material for educational projects.
- User accounts and email will be monitored for excessive or inappropriate use.

### **Students will be instructed to:**

- Follow teacher instructions regarding the use of the Internet.
- Always gain the teacher's permission before emailing or using the Internet.
- Use the Internet for educational purposes only.
- Not attempt to access inappropriate material as determined by the teacher/ICT coordinator.
- Only use first names on World Wide Web and email communication. (They will be taught the importance of not including surnames, addresses, telephone numbers or personal details).
- Ensure that any email they send does not contain inappropriate content.
- Avoid requests for "real life" contact (face to face or telephone) with people met via the Internet.
- Not download applications, programs or software that are not approved by the class teacher or ICT coordinator
- Click on the Cybersafety Help icon for screensaver, turn off the monitor and inform the teacher immediately if they view material that makes them feel uncomfortable or could make others feel uncomfortable.
- Remember that it is a privilege, not a right, to be using the Internet.
- Not give out log-in information or passwords.
- Never send a person their picture without checking with their teacher.
- Ensure that any email that contains video or photos of students or teachers is checked by a teacher.

This document will be uploaded and stored on the school's website for external reference and download at the following location:

<http://buninyongps.vic.edu.au/documents/policies-and-guidelines/>

Any changes or modifications of this policy will need to be ratified at school council before updating this policy on the World Wide Web.

Parents/students must sign the **Internet & Digital Media Permission** form before being allowed to access the Internet.

### **4. RESOURCES**

Adequate funds will be made annually to allow for:

- Subscription to the Internet Service Provider and download of data (IINet)
- Access to the World Wide Web outside of Caches by staff for educational purposes.
- Anti-Virus Software.
- Professional Development of staff.
- Maintenance and the upgrading of hardware and software.

### **5. EVALUATION**

This policy will be reviewed annually to ensure relevant information is updated and maintained.