POLICY NO: 30   INTERNET USAGE
Date: August 2011

PURPOSE
To establish appropriate protocols for staff, parent and student school-based usage in line with DEECD mandated requirements.

BROAD GUIDELINES
1. This policy recognises the value of the Internet and email as excellent educational resources.
2. The Internet and email, with associated practices, such as video-conferencing, podcasts, blogs and wikis is used in the school across all Curriculum Areas, by students, teachers and volunteers.
3. The school establishes practices which:
   - maximise the educational gain of utilising Internet and email technology
   - minimise the risk of exposure of students to unsuitable or harmful material
   - adhere to copyright and other legal requirements

IMPLEMENTATION
The school will:
1. Use an ISP which has appropriate safety protocols, i.e. Netspace.
2. Incorporate acceptable Internet and email practices into the Student Code of Conduct.
3. Publish student projects on the school website. Where photos are included, students will not be identified by name.
4. Include Internet usage charges in Term Planners.

Teachers will:
1. Make students aware of *'netiquette guidelines'*. Common guidelines are outlined in 'Elwood Primary School's Netiquette Guide for Teachers' which can be found in the Elwood Procedures Manual.
2. Teach *copyright guidelines*: outlined in Elwood Primary School's Netiquette Guide for Teachers and DEECD education website.
3. Apply Student Code of Conduct procedures to any breach of above guidelines.
4. Incorporate acceptable Internet and email practices into classroom rules discussion and wall displays.
5. Monitor content and quality of published work.
6. Teach students to verify Internet information from other sources.
7. Contact the ICT Leader if there is an issue which needs to be addressed.

Students will:
1. Read their *Student Code of Conduct (Junior and Senior)*, which contains safety rules for using email and internet, with their parents, and agree to abide by these rules.
2. Learn *not* to rely uncritically on Internet information.
3. Contact the ICT Leader if there is an issue which needs to be addressed.
4. *Not* send inappropriate content (images or text) or engage in cyberbullying.

RESOURCES
1. DEECD Guidelines for Internet Usage available on the Education website.
2. Student Code of Conduct booklets for Junior School and Senior School
3. Classroom displays.
4. 'Elwood Primary School's Netiquette Guide for Teachers' in EPS Procedures Manual.
5. Cybersafety website http://www.cybersmart.gov.au

REVIEW
Annually