



## **Fairhills Primary School**

# **Information Technology – Internet and E-mail Access Guidelines and Consent 2009**

Please read both pages of this document, provide the required information on the second page and return the entire sheet to the school at your earliest convenience.

### **Introduction**

Fairhills Primary School's computer facilities enable students and staff to access a variety of information sources, including the Internet and e-mail. These facilities are provided in order to further the educational goals of the school community, and to allow opportunities for collaborative work.

Access to computer facilities and the Internet is conditional on students and staff complying with the school's Internet and E-mail Acceptable Use Policy. A copy of the policy is freely available at the school and will be provided to the parents or guardians of all students who are eligible to make use of the internet and/or e-mail facilities

The school uses an Internet Provider that is approved by DEECD. This service does not allow open access to the Internet and has a filtering system that only allows students to access Internet sites that have been recommended as being suitable for students to view.

### **Use of Computers**

All computer screens will face into the classroom to enable effective monitoring by teachers

Students are not permitted to:

- \* alter the configuration of the computers
- \* add, remove or alter any hardware or software without permission from the Information Technology Coordinator
- \* mistreat or use the computers, peripherals and furniture in any way that is likely to cause damage
- \* place food and drinks on or near the computers, peripherals or furniture

### **Use of the Internet and E-mail**

Students are permitted to access and/or publish on the internet only after they and their parents have signed the Internet and E-Mail Use Agreement form

The following guidelines are to be observed:

- \* students must not access the internet unless permission has been given for that instance and there is a teacher present in the room
- \* responsibility for the spelling, presentation, accuracy and content of all web pages rests with the student publisher and their classroom teacher.
- \* hard (printed) copies of all web pages will be kept by the classroom teacher prior to their publication on the internet.
- \* only the Information Technology Coordinator will upload web pages onto the Internet
- \* Filtering software will be used to monitor all out-going and incoming student e-mail. This software will identify and report instances of inappropriate content. All student users must be aware that e-mail facilities provided by the school will not be private.

**Misuse**

Use of the computer facilities and access to the Internet and E-mail is a privilege, not a right. Inappropriate use may result in the withdrawal of access privileges for up to a year.

**Student’s Declaration**

When using the Internet at Fairhills Primary School I will:

- \* Search and browse the internet only within the area specified by my teacher
- \* never reveal my personal passwords to other students
- \* never give out personal information such as my surname, address, telephone number, parents' work address/telephone number
- \* never send a person my picture or other identifying information without first checking with my teacher
- \* not respond to any messages that are inappropriate or in any way make me feel uncomfortable. It is not my fault if I get a message like that.
- \* If I come across any information that is unsuitable or makes me feel uncomfortable I will click on home and then tell my teacher right away.

I have discussed the Fairhills Primary School Internet and E-mail Acceptable Use Policy and this Agreement with my parents or guardians and understand what is expected of me.

I understand that I must follow the rules set out by the school and will only participate in activities that have been approved by my parents. I also understand that this agreement will expire at the end of the 2009 school year.

Student’s Name: ..... Student’s Signature: ..... Date: .....

Parent’s Name: ..... Parent’s Signature: ..... Date: .....

**Parent or Guardian’s Declaration**

I have read and discussed the Fairhills Internet and E-mail Acceptable Use Policy and this Agreement with my child. On the understanding that Internet and E-mail access is to be used for educational purposes at Fairhills Primary School, I give permission for my child to (please sign all statements that are applicable):

- \* Access the Internet for information or research within the school.

(Parent or Guardian’s Signature)\_\_\_\_\_

- \* Publish written and/or art work on the Internet using their first name only.

(Parent or Guardian’s Signature)\_\_\_\_\_

- \* Appear, unnamed, in photographs on the Internet.

(Parent or Guardian’s Signature)\_\_\_\_\_

- \* Send and receive external e-mail.

(Parent or Guardian’s Signature)\_\_\_\_\_

Official Use Only		
Student Signature	Parent Signature	Student Surname
Access Internet	Publish Work	Student Forename
Appear Pictures	Use E-mail	Student Grade 2004