

Acceptable use of the Internet

1. Before any person accesses the Internet or uses email via the school's computer network they will be instructed both in the use of the Internet/email and the procedures concerning these.
2. The Rules of Netiquette shall be observed at all times by all users of the school's computer network. It is unacceptable to:
 - use computers to harm or upset other people.
 - interfere with others' computer work.
 - look through others' files.
 - steal others' information.
 - use copied software.
 - use a computer in such a way that shows disrespect for others.
 - invade others' privacy.
3. The school's computer network may only be used for educational or other purposes directly concerned with the school. It may never be used for the collection or distribution of offensive, objectionable or otherwise inappropriate material.
4. All Internet/email use will be monitored by designated adults. Such monitoring will include the use of Internet filtering software.
5. Any use by a student of the Internet/email via the school's computer network must be under the supervision of a teacher or other adult approved by a teacher.
6. Before searching the Internet, students must have identified the key search words that they will use and have had them approved by the supervising teacher or other adult approved by that teacher.
7. No student may log on to the Internet or send email without the prior approval of the supervising teacher or other adult approved by that teacher.
8. All information sent from the school by a student must first be authorized by the supervising teacher or other adult approved by that teacher. In particular, no student may give out either their or the school's name, address, telephone number or email address without the prior approval of the supervising teacher or other adult approved by that teacher.
9. If a student opens a site containing offensive, objectionable or otherwise inappropriate material that student will immediately turn off the computer screen and advise the supervising adult. A teacher will then advise the parents/caregivers of the student concerned of the nature of the material seen and how the student found the site.
10. No student may download any software or open an email or attachment without the prior approval of the supervising teacher or other adult approved by that teacher.

11. If a student makes a deliberate attempt to collect or distribute any offensive, objectionable or otherwise inappropriate material using the school's computer network, or otherwise breaches these procedures, that student's parents/caregivers will be informed and a decision will be made by the Principal as to that student's future Internet/email access.

12. If a staff member makes a deliberate attempt to collect or distribute any offensive, objectionable or otherwise inappropriate material using the school's computer network, or otherwise breaches these procedures, such conduct may be the subject of disciplinary action.

Approved: December 2007

Principal _____

Chairperson _____