Rationale:
- The internet provides students with opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Aims:
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

Implementation:
- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet and email access. All staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- A School Computer Technician will be appointed, who will liaise with staff to manage all email access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students email access will be through a class mailbox under teacher supervision.
- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student’s first name and last initial will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Evaluation:
- This policy will be reviewed annually as part of the school’s regular review cycle.
Melrose Primary School
INTERNET / EMAIL
CODE OF PRACTICE

Student Agreement
I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the Internet I will:
- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number, or parents’ work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher’s permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Internet/Email committee.

Student Name ________________________________
Student Signature ____________________________ Date____________
(Prep students will sign this Student Agreement in year 1).

Parent/Guardian Agreement:
I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above for the remainder of my child’s schooling years at Melrose Primary School.

I do/do not consent to my child having their first name (last initial) published on the school’s Internet site for the remainder of my child’s schooling years at Melrose Primary School.

I do/do not consent to my child having their picture published on the school’s Internet site for the remainder of my child’s schooling years at Melrose Primary School.

I do/do not consent to my child corresponding with others, using email for the remainder of my child’s schooling years at Melrose Primary School.

Parent/Guardian Signature ____________________________
Parent/Guardian Name ____________________________ Date___________