

# Eastern Hutt School

*To Educate Every Child for Life*

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**NAG1**

## Internet Use Procedure

### **Rationale**

Eastern Hutt School has the facility for students and staff to access the Internet. It is very important everyone uses this resource responsibly and effectively so as to gain full value from its educational capabilities. It is also important that we safeguard ourselves, our students and our systems ethically and legally.

### **Objectives**

1. The students will use the Internet for educational purposes only.
2. That students will use the Internet in accordance with the rules outlined below.
3. That all users will use the Internet responsibly and within the law.

### **Guidelines**

Eastern Hutt School will use a filtering program to screen the Internet for inappropriate material. (currently using Watchdog).

Students will only use the Internet to gather information for educational purposes. This includes the sending and receiving of e-mail and online discussions.

Students will have parental permission to use the Internet. This will be in a form signed by caregivers and the child.

Students will have teacher permission to use the internet and must have predetermined sites and/or searchwords (see attached form).

If students do locate unsuitable material they will immediately log off and tell the teacher.

If teachers do locate unsuitable material they will record this (date/site/time/email sender) in a log located in the Principal's office.

Students may not offer, provide or purchase products through the Internet at school.

Students will not disclose personal details or contact information about themselves or other people.

All teachers will monitor and clear the HISTORY files of the Internet on the computers in their room. Key teachers will monitor and clear all other computers in the school.

### **Disclosure**

Eastern Hutt School will cooperate fully with officials investigating illegal activities conducted through the Eastern Hutt School system. The ICT team within the school will also act as Internet Safety officers and will refer any inappropriate use to the Principal.

### **Limitation of Liability**

Eastern Hutt School will not be responsible for financial obligations arising through the unauthorised use of the system. Any invoices received for unauthorised transactions will be forwarded to the caregivers of the children involved.

Eastern Hutt School will not be responsible for the outcomes of children viewing material on the Internet.

In the event that a student does not abide by this policy their use of the Internet will be suspended for a period of time as determined by the IT team in consultation with staff. They will also be disciplined in accordance with the School's discipline plan and their caregivers will be informed.

**It is important that the guidelines are adhered to and it would be appreciated if their importance is emphasised at home.**

**Internet Users' Agreement**

Student's name: \_\_\_\_\_

Caregivers name (s): \_\_\_\_\_

We have read the policy and agree to abide by it

**Signed**

Student: \_\_\_\_\_

**Signed**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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The schools website is an important portal for information about school events that are forthcoming and also a way to celebrate the achievements of students at the school. We publish the newsletter and from time to time put photos of events on the website. First names only will be used alongside images.

If you **do not** wish your child to appear in name or image on the school website please complete the form below.

Student's name: \_\_\_\_\_ Room No. \_\_\_\_\_

**Signed**

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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