



Internet - Guidelines for Student Use...(Part 1)

Proper Use of the Internet

1. Stick to your school work.

- Only use the Internet for doing activities a teacher sets you. Do not use it for personal activity.
- Focus on the task at hand to avoid wasting time and other resources by becoming distracted by the wide variety of materials available.

2. Keep passwords secret.

- Do not tell **anyone** your password. If they find out, tell us quickly so we can change it. Keep a hidden record of it at home (**not school**) in case you forget it. Choose an eight character password that you will remember. (Your password needs to contain alphabetical, numerical and non-alpha-numerical characters e.g. abc1234&).
- Never log on using somebody else's name and password. This could lead to losing your Internet privileges.

3. Don't download files without asking.

- We pay for everything you look at or download, so **don't download** large files like **music** or **programs**. If you're not sure, ask us first.

4. Use the right email.

- Students can use WebMail, which is an email system the school provides. This can be accessed by typing webmail.eq.edu.au in the URL address bar. To use this email you will need to log in. Students are **not allowed** to use **Hotmail**, **Yahoo Mail** or **other public email systems**.
- Outlook – is a school based email program and can be accessed by the icon on the desktop.

Good Manners

When you publish on the Internet, other people can't see you. If you are not careful they might be offended by what you write, even though you didn't mean to be rude. Here are some important rules to follow:

1. Be polite.

- When we talk to people, we use words like please, thankyou, sorry and so on. Use them in email as well to show you are well mannered. Don't send insulting messages - even if you are angry. Everything you send reflects on you and your school.

2. Don't SHOUT at people.

- In email, using all capitals is considering SHOUTING! Just use capital letters the way you should in your handwriting.

3. Spelling, punctuation, grammar...

- If you leave lots of mistakes in your writing, you are telling the person you are writing to that you don't care enough to send them a well-written message. Make the effort, even it you do it on paper before you get to the computer.



Internet - Guidelines for Student Use...(Part 2)

Unsafe material

We try our best to keep you safe from stuff you shouldn't see. Sometimes, though, you might come across something that is illegal, dangerous or offensive. If you do, there are three things you must do:

1. Clear it off the screen.

- Turn off the Monitor with the button on the bottom of the screen frame.  Do this right away!

2. Tell the teacher.

- Do this quickly and quietly. We don't want other people to have to look at it.

3. If it upsets you, talk to us about it - Not to other students.

- We don't want a big deal made about it, and they don't need to know. But if you are upset by what you saw, you should talk to your parents and your teacher.

4. Inappropriate material...

- You will be banned from using the Internet if inappropriate material is accessed i.e. Lose your Internet privileges.

Staying Safe

When you send stuff on the Internet, it is possible for other people to see it. These people are often strangers. There are some important things you should do to keep yourself and others safe:

1. Keep your personal details to yourself...

- Don't give your full name, phone number or address to anyone. Even if you know them, someone else might see the information and use it to hurt you. Only ever use your first name.

2. Keep other people's personal details secret...

- Don't give anyone else's details over the Internet. You have to keep other people safe too.

3. Internet Chat Rooms....

- Don't engage in an Internet Relay Chat unless the session is authorised by a teacher.

Preventing Viruses

Some files carry viruses that can damage our computers. There are three rules you must remember:

1. Don't get or use programs off the Internet...

- Don't download or open any programs from the internet.

2. Don't open attachments...

- Don't open any file that comes with an email message. Ask your teacher to check it for you.

3. Don't run programs from home...

- You aren't allowed to run any programs from home on school computers - **ever!** The only programs you can use are those that are listed in the START menu.



ICT - Guidelines for Student Use...(Part 3)

Privacy and Security

- Teacher permission is required before students load flash drives into any workstation.
- At no time are students to access or use another student's home directory or files. Students must not tamper with, delete, modify, or access files not belonging to them.
- Download of software for games or access streaming media such as sounds, music or videos is not permitted.
- Teachers, parents and officials have the right to access and inspect the contents of student files and emails at anytime. Random audits of student files will be carried out regularly. Students found to be violating this policy or any law will receive the appropriate consequences.

Unauthorised Computer Access

- Accessing any unauthorised section of the computer system is illegal. Students attempting to access unauthorised sections of the school computer system will be dealt with severely. There will be no exceptions to this rule.

Printing

- Permission must be obtained from your teacher before a print job is completed. Printing is for school purposes only eg. Schoolwork, Assignments etc. Colour printing will only be possible via your teacher who will authorise this using a specific log in code.



Student Internet Access Agreement

This document sets out the privileges and responsibilities associated with student Internet access. Before a student is allowed to access the Internet services of the school, the agreement must be read and signed by the student and the parent or guardian. For more information about how the Internet is used, parents should also read The Internet - Guidelines for Parents.

Student

When I'm using Thangool State School's computer network and accessing the Internet and email system, I will follow school rules about:

- proper use of the Internet
- good online manners
- unsafe materials
- staying safe on the Internet
- preventing viruses
- privacy and security
- unauthorised computer access
- printing
- These are in The Internet - Guidelines for Students , which I have read (or had read to me)

I understand that:

- others might see what I send on the Internet
- I should not send or put anything rude or inappropriate on the Internet
- if the school decides I have broken these rules, appropriate action will be taken as mentioned in the Consequences for mis-use of ICT resources
- my user home directory may be accessed by parent, teachers and officials

Student's name (printed)

Student's signature

___/___/___

Date

Parent/Guardian

I understand that the Internet can provide students with valuable learning experiences. I also understand that it gives access to information on computers around the world; that the school cannot control what is on those computers; and that a very small part of that information can be illegal, dangerous or offensive. I accept that, while teachers will always exercise their duty of care, protection against exposure to harmful information should depend finally upon responsible use by students.

I believe that _____ understands this responsibility, and I hereby give my permission
(PRINT NAME OF STUDENT)

for him/her to access the Internet under the school rules. I understand that students breaking these rules will be subject to appropriate action by the school. This may include loss of Internet access for some time.

Parent or Guardian's name (printed)

Parent or Guardian's signature

___/___/___

Date

NB - Tear off this page and send it back to school. Keep the other pages for future reference.



Internet - Guidelines for Parents

This document sets out the benefits, issues and responsibilities associated with student Internet access. Questions regarding the agreement can be directed to the Principal, System Administrator, Class Teacher or Technology Teacher.

Benefits - Why use the Internet?

Access to services provided through the Internet will enable Thangool State School to enhance teaching and learning, to support its staff in carrying out their duties, and provide another medium for supplying information to the public.

The Internet provides both information sources and communication with peers or experts. Staff and students may find information, and engage in discussions with others as part of educational activities.

Teachers and students can also use internet-based collaborative learning projects to provide an audience for creative works and as a platform for learning higher order thinking and process skills.

The information provided through the Internet can be the most up to date and relevant available in some areas.

Issues - Where do we need to be careful?

Organisation - Unlike the information in a good encyclopaedia, the information on the Internet is not well selected, nor well organised. Time can be wasted both by fruitless searches and by distractions from the task at hand, so we need to make sure student use is well directed and that they get help finding what they need.

Appropriateness - A small proportion of the information may be illegal, dangerous or offensive. Inappropriate use of the Internet could leave us open to legal action for breach of copyright, harassment or other issues. We need to have clear guidelines for students, and effective protective measures.

Protection - Privacy is not assured in the use of Internet services. Internet traffic can be intercepted and read by both system staff and complete strangers alike. Students need to understand this, and to learn protective behaviours.

Viruses - Programs and application files (such as word processing documents) arriving through the Internet often carry computer viruses. We need to protect ourselves with antivirus software and preventative practices.

Waste - Computer and network resources can be slowed or stopped by users receiving very large files or large numbers of files. Unnecessary Internet activity can impose large expense on the school. We need clear rules and guidelines for limiting this expense and waste.

Responsibilities of Students

Organisation - We give student's access to the Internet for learning. They need to stick to the task their teacher gives them. Students should make good use of instructions, directions sheets and other resources so they don't waste time.

Appropriateness - Students should stay away from material that is illegal, dangerous or offensive. They should be polite in all writing. They should follow the guidelines the teacher gives them about good manners on the Internet.



Protection - Even though students might have a password on their accounts, other people can sometimes see what they publish. Some of those people may be strangers. Students must not give personal details of any person over the Internet or publish anything that is rude or inappropriate.

Viruses - There are two ways machines can get infected. One is by running programs and the other is by opening infected attachments. Students may not open any attachment without the approval of their teacher. Students may not run any software except that owned and installed by the school.

Waste - The school has to pay for everything students look at on the Internet, so they shouldn't waste resources by sending or downloading large files. The same also applies with printing of their projects and work. Students must obtain permission to print after they have checked and proof read their documents, and may not print in colour unless authorisation has been provided by their teacher.