Quakers Hill Primary School

Student Access to the Internet & e-Learning Policy
**Introduction**

Quakers Hill Public School prides itself on delivering outstanding education through best teaching practice. Technology is embedded throughout each and every classroom and e-learning is an integral part of all teaching and learning programs.

At Quakers Hill Public School we deliver outstanding educational outcomes through e-learning as it is vital in engaging our students and providing them with a stimulating environment in which to learn. Today's world is a digital world, changing rapidly, and we are committed to preparing all of our students for this world.

e-Learning is the terminology we have chosen to represent our philosophy, because we are talking about more than technology and the use of computers and netbooks. We are also talking about the integration of iPads, iPods, game consoles, smart response systems, Beebots, interactive whiteboards, video conferencing and so much more. How this 'e-learning' will look will be uniquely different from classroom to classroom and from stage to stage, but will be equally as effective, as important and as stimulating.

The Internet is a bright new world. It can be a wonderful way for students to reach out and gain information. It can also be a minefield of danger if used incorrectly. The aim of this statement is to outline the ways in which our students may use the Internet.

The Internet is a worldwide connection of computer networks that facilitates the sharing of information. It allows access to global information resources and activities and allows communication with users across the world. The Internet consists of the World Wide Web (WWW), e-mail, mailing lists (listservs) and newsgroups. Due to its enormous size and resources the Internet’s potential is boundless.

This policy statement also forms part of the Student Pastoral Care Policy.

**Quakers Hill Primary School**

As at 2013, Quakers has:
- 2 computer labs,
- Mini Lab in the Library with 16 computers.
- Computers in all rooms.
- 4 e-learning centres with a 2:1 ration of students to computers
- 138 IPADs – 32 for each stage and 10 for the OC
- Smart response systems
- IPODs for the Kindergarten classes
- Interactive whiteboards in all classrooms
- Connected classroom
- Apple TV’s installed in classrooms
- Wireless network throughout the school
- Edmodo educational forum for our students only
- Smartphone application for the dissemination of information, photos and notifications

**Aim**

The use of the school’s and Internet in e-learning should;

- enhance students’ learning opportunities and outcomes in all KLAs, K-12.
- assist students to develop the necessary information and communication skills to use the Internet appropriately and effectively.
- reflect key community values.
- develop critical thinking and creativity.
- enable students and staff to utilise and manipulate new forms of information technology.
- Provide state of the art 21 century learning
- Enhance educational learning

**Code of Behaviour**

ALL users of the Internet will adhere strictly to the guidelines determined by this document. Failure to do so will mean that further access is denied.

**Etiquette:** Politeness, appropriate language, no personal details transmitted, no disruption of other users.

**Security:** Passwords will not be used by a person other than the correct user.

Students locating controversial or inappropriate material will advise their teacher, who shall inform the school Internet Manager.

**Vandalism/Harassment:** Any attempt to harm or destroy the data of another user, or harass another
user by altering settings, or frequent unwanted mail etc is not permitted.

Safety and Privacy:

Live is defined to mean “online” access where the computer is connected directly to the Internet.

It is the responsibility of all staff in a school to provide a safe learning environment for students.

Three types of strategies are employed to restrict student access to inappropriate material or persons, and to ensure that responsible student behaviour is maintained. These strategies are;

(1.) Technical
   - The NSW Department of Education and Training’s Internet Network uses a filtering device (Smart Filter) that helps to block undesirable material.

(2.) Supervisory
   - Student names may occasionally be published on the Internet when their work is displayed by way of the school’s newsletter on receiving awards and for their achievements. If you do not wish your child’s first name to appear on the school’s Home Page, please make an appointment to see Mr Lo Campo or Mrs Mulcahy.
   - Student photographs will NOT be published on the School’s Home Page. Staff photos may be published following written permission.
   - Staff will monitor information coming into and leaving the school.
   - All Internet related passwords will remain confidential to the computer coordinator and the school executives. Login passwords will NOT be made available to students or community members.
   - Before any child is permitted to use the Internet at Quakers Hill Primary School, parents and students must sign a ‘Permission to use the Internet’ agreement, which outlines the School’s guidelines for usage.

(3.) Student Responsibility - Each student is expected to take individual responsibility for his or her appropriate use of the Internet, as stipulated in the Parent/Student Agreement Policy. Teachers must be notified immediately if any offensive or controversial material is encountered. Students will be instructed how to escape from inappropriate sites by pressing the “back” button. Students will not access any web site that is of a controversial nature.
**Equity:**

- ALL students will be provided opportunities to access the Internet.

- Classes will have the opportunity to create and “publish” their own, in-class, web pages. These pages will not be published directly onto the Internet.

**Conditions and Rules for Use of the Internet / e-learning**

Students will abide by the rules of the Internet, as listed in the Internet Agreement. Students are expected to have read the Policy and Agreement with a teacher and parent(s) and have signed the parental agreement on the permissions form, before students are given access to the Internet. **Signed agreement forms are filed in Pupil Record Cards.** The names of students who have not returned signed forms will be kept on class lists and on “Student Monitoring Sheets” for easy reference. Staff will need to check these class lists prior to allocating Internet access to individual students. Students who fail to return signed permission notes will not be permitted to use the Internet facilities, but will have to use other information sources.

Adherence to the Policy and Agreement is a condition for a student’s privilege of Internet access. Copies of these rules will be displayed near the Internet computers and will serve as a reminder to all users.

All users have the same right to use the computer facilities. Therefore, users shall not play games or use computer resources for non-academic activities when other users require the system for academic purposes. Users shall not waste supplies such as paper, printer ink and disks that are provided by the school.

*Note: Internet Agreement Sheets cover students throughout their primary schooling.*
The Internet is a Privilege

The use of the Internet is a privilege at Quakers Hill Primary School, not a right. Inappropriate use involving any violation of this Policy and Agreement may result in cancellation of the privilege. The school’s computer committee is the delegated authority to determine appropriate use and deny, revoke, suspend or cancel any user privilege at any time, based upon the determination of inappropriate use by any student or staff member.

Consequences for Inappropriate Usage

1. **Minor Breach of Policy**: where a student has ignored instructions and accessed a site which is not appropriate or related to set task.

   - Student name, class, date and offence will be noted.
   - **Warning** will be given by a Staff member.

2. **Major Breach of Policy**: where a student has deliberately accessed sites with inappropriate written or visual content.

   a) **First Breach**
   - Student name, class, date and offence will be noted.
   - Withdrawal of Internet privileges for a period of one month.
   - Referral of the breach to the computer committee.
   - Interview with the Parents and the Principal or Delegate.

   b) **Second Breach**
   - Student name, class, date and the offence will be noted.
   - Full withdrawal of privileges for a term (ie. ten school weeks).
   - Referral of the breach to the computer committee.
   - Interview with the Parents and the Principal or Delegate.
   - Application in writing must be made by the student to the e-learning Committee for reinstatement of their Internet access in the following term. Parents will be advised as to whether their child’s Internet access has been reinstated.
**Management**

- ALL Internet links and computers will be maintained and managed by the school Internet Manager (IM). This person will have the right to determine access privileges.

- The IM will put in place appropriate controls against Virus infection, update Cyber Patrol as required and will be required to provide maintenance of school accounts and possible web pages.

- The IM will put in place strategies for the distribution of email, and will update this policy as required.

![Diagram of network connections]

**Copyright**

- Legislation exists which protects the intellectual property of others. At NO TIME will staff, students or community infringe existing or future copyright laws.

- Students will be informed about copyright and their restrictions and rights, when the use of material from the Internet is contemplated.

- Copyright protection extends to all types of creative works that are recorded in some form including written texts, photographs, videos, film, artistic works, music, sound recordings and computer programs. Copyright coverage is free and automatic. It does NOT have to be marked with a copyright symbol.
Please Note:

Quakers Hill Primary School reserves the right to amend or change any part of the school’s computer/Internet Policy and Agreement at any time.
Quakers Hill Primary School

Permission To Use The Internet

Parent/Guardian’s consent to use the Internet

Conditions Of Use

- Users must be current students enrolled at Quakers Hill Primary School.
- Access to inappropriate material is prohibited (not allowed).
- Children failing to comply with these conditions shall be denied access to the Internet and parents will be informed.
- Material displayed on the computers must not be offensive, as determined by the Department of Education and Training.
- Student names may occasionally be published on the Internet when their work is displayed and/or on the school’s newsletter when receiving awards and to recognise student achievements. If you do not wish your child’s name to appear on the school’s Home Page, please make an appointment to see Bert Lo Campo or Lyndall Droscher
- The school staff will monitor student usage.
- Individual e-mail accounts are not available to students.
- Parents/Guardians discuss with their children conditions set down in the ‘Internet Conditions of Use.’
- The school staff will monitor any transmission of student work via the Internet prior to it being sent.

Note: The Department of Education and Training has software programs to filter out any unsuitable information or pictures. However, due to the complexity of the Internet, please be aware these filters are not foolproof.

Bert Lo Campo          Lyndall Droscher
Principal          Deputy Principal