



# Network and Internet Use Agreement

It is the policy of JESS to maintain access for all students to personal computers as part of the "working tools" supplied to students for use within the school. Access to this equipment and the school's Information Communication Technology resource is a privilege and must be treated with the highest standard of ethics. JESS expects all students to use the Information Communication Technology resources including the Internet and E-mail in a responsible manner; respecting all pertinent laws and school policies and standards, the rights and privacy of others, the integrity of facilities and controls, and the trust with which such resources have been provided.

***Pupils are responsible for good behaviour on the Network and Internet just as they are in the classroom. General school rules apply at all times.***

## ***The function of the network***

Every student has access to the network, and has an area set aside for their own use. Pupils are encouraged to use the network facilities to complete tasks for their subject areas. The network allows pupils access to the Internet and to CD-ROM titles such as Encarta. Since the network is used by everyone it is important that pupils respect the rights of all users. Guidelines on using the network:

- Printing should be restricted only to necessary jobs, especially colour printing.
- Pupils should not divulge passwords to each other, nor should they trespass into someone else's folders/files.
- Old files should be deleted to keep the network running smoothly for everyone's benefit.

## ***The function of Internet at JESS***

The primary purpose of providing access to the Internet at JESS is for pupils to conduct research and communicate with others to support learning across all subjects.

## ***Access to the Internet***

- Access to the Internet is with the understanding that parents/guardians and pupils have signed the Internet Agreement outlining what is considered to be appropriate behaviour on the Internet.
- Times of access to the Internet will be set by the school's Director of Information Technology in negotiation with other teaching staff.
- Students must have permission from a member of the teaching staff to access the Internet.

## ***Behaviour while using the Internet (including E-mail)***

JESS will endeavour to provide a high level of content censorship to ensure that only appropriate material can be viewed. Nevertheless, the changing nature of the Internet means that no guarantee can be made that all inappropriate E-mail and sites are blocked.

***Consequently, it is important that individual users of the Internet understand that they are responsible and will be held accountable for their behaviour and communications.***

- Pupils should not attempt to access sites which are not appropriate.
- If pupils accidentally access a site with inappropriate images, text or themes then they must immediately exit the site and inform a member of the ICT department/class teacher.
- The yardstick for what is appropriate is simply "would their teacher or parent approve of the material they are viewing?"
- Pupils must not send any material which could cause offence to any person who may receive it. As a rule of thumb, before sending anything pupils should ask themselves: "would my teachers approve of the language, theme and context of the message?"

- While pupils have no control over what is sent to them, they must immediately delete any inappropriate material they might receive. They should also report the incident to their teacher for further action.
- Like letters, emails cannot easily convey intonation. Consequently what pupils may think are innocuous jokes or comments may be read by the recipient as hurtful. It is just as easy to bully people over the Internet as it is in the school corridor. Pupils are expected to compose their emails carefully and with this in mind.
- E-mail should be used only with permission from a teacher. Abuse of this rule will result in some form of sanction.
- At no time should pupils send personal details over the Internet. Pupils must not enter into dialogue, including exchanging names, with unknown people over the Internet. This rule particularly applies to 'chat' rooms.

### **Privacy**

Pupils have a right to privacy. However, the Internet is a public forum. Pupils should not assume that communications or actions over the Internet are private. Various organisations monitor activity over the Internet including our service provider, and even the police. We also monitor student Internet activity through the use of filter software and cache records. We randomly carry out searches for records of inappropriate actions or communications. In addition to this, ICT staff may access student network or Internet files as part of regular network maintenance and upgrading. It is expected that no information is kept on the school premises which would be considered inappropriate according to the above rule of thumb.

### **Rights of JESS – Cyber Technology**

The School reserves the right to use disciplinary procedures on any student who is guilty of using cyber technology either at school or outside school that brings the School or any member of its community into disrepute.

### **Foundation 1 to Year 2**

Pupils in foundation 1 to year 2 have limited access to the Internet and school network and are guided and supervised when using the Internet and school network. Parents should still have an understanding of JESS' policy on Internet / network use, however and are still required to sign their consent.