



Colo Heights Public School

Acceptable Use of Email and Internet

Policy Statement

Last revision: 2006

Rationale

- The Internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Email communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to email and the Internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

Aims

This policy aims to;

- develop research, learning and communication between students and staff.
- assist students to develop the information and communication skills necessary to use the Internet effectively and appropriately
- encourage responsible use of the services by students, with guidance from teaching staff, to provide a secure and safe learning environment.

Access and Security

Staff and students will;

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through Internet and Email Services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.

- false or defamatory information about a person or organisation.
- ensure that personal use is kept to a minimum and Internet and Email Services is generally used for genuine curriculum and educational activities
- never damage or disable computers, computer systems or networks of the NSW Department of Education and Training.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of Internet and Email Services can be audited and traced to the e-learning accounts of specific users.

Privacy and Confidentiality

Staff and students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

Intellectual Property and Copyright

Staff and students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the Internet or Intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

Misuse and Breaches of Acceptable Usage

Staff and students will be aware that:

- they are held responsible for their actions while using Internet and Email Services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access Internet and Email Services.
- the misuse of Internet and Email Services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Staff and students will report:

- any Internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFE's, or from outside the NSW Department of Education and Training.

Related documents

- DET policy PD/2002/0046/V01
- [Anti-Bullying Plan for Schools \(2005\)](#)
- [Use by Staff of Employer Communication Devices \(2004\)](#)
- [Web Publishing Guidelines](#)
- [Privacy Code of Practice \(1998\)](#)
- [Copyright Amendment \(Digital Act\) 2000](#)
- [Cybercrime Act 2001](#)