Acceptable use of the Internet

1. Before any person accesses the Internet or uses email via the school's computer network they will be instructed both in the use of the Internet/email and the procedures concerning these.

2. The Rules of etiquette shall be observed at all times by all users of the school's computer network. It is unacceptable to:
   - use computers to harm or upset other people.
   - interfere with others' computer work.
   - look through others' files.
   - steal others' information.
   - use copied software.
   - use a computer in such a way that shows disrespect for others.
   - invade others' privacy.

3. The school's computer network may only be used for educational or other purposes directly concerned with the school. It may never be used for the collection or distribution of offensive, objectionable or otherwise inappropriate material.

4. All Internet/email use will be monitored by designated adults. Such monitoring will include the use of Internet filtering software.

5. Any use by a student of the Internet/email via the school's computer network must be under the supervision of a teacher or other adult approved by a teacher.

6. Before searching the Internet, students must have identified the key search words that they will use and have had them approved by the supervising teacher or other adult approved by that teacher.

7. No student may log on to the Internet or send email without the prior approval of the supervising teacher or other adult approved by that teacher.

8. All information sent from the school by a student must first be authorized by the supervising teacher or other adult approved by that teacher. In particular, no student may give out either their or the school's name, address, telephone number or email address without the prior approval of the supervising teacher or other adult approved by that teacher.

9. If a student opens a site containing offensive, objectionable or otherwise inappropriate material that student will immediately turn off the computer screen and advise the supervising adult. A teacher will then advise the parents/caregivers of the student concerned of the nature of the material seen and how the student found the site.

10. No student may download any software or open an email or attachment without the prior approval of the supervising teacher or other adult approved by that teacher.

11. If a student makes a deliberate attempt to collect or distribute any offensive, objectionable or otherwise inappropriate material using the school's computer network, or otherwise breaches these procedures, that student's parents/caregivers will be informed and a decision will be made by the Principal as to that student's future Internet/email access.

12. The school website will be used to share information and photos about school activities. Permission will be sought from parents, upon enrolment, for their child's photo to be used on the website. Permission will be given for the time the child is at Gracefield School. Only the teacher responsible for the school website, the office manager or the website provider will be allowed to uplift photos/information to the school website.

13. If a staff member makes a deliberate attempt to collect or distribute any offensive, objectionable or otherwise inappropriate material using the school's computer network, or otherwise breaches these procedures, such conduct may be the subject of disciplinary action.

Approved: December 2011

Principal _____

Chairperson _____

Permission for child's photo to go on the school website.
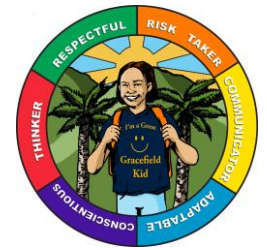
The schools website is an important portal for information about school events that are forthcoming and also a way to celebrate the achievements of students at the school. We publish the newsletters and from time to time and will put photos of school events on the website.

We require permission for children's photos to be used. This permission, once given, will cover the child for their attendence while at Gracefield School. Only first names of children will be used alongside images.

Images will only be uplifted to the school website by the designated staff members.

Simon Edmonds

Please complete the form below and return to school.

Permission for child's photo to go on the school website.

I **DO** give permission for _____ to have their name or image on the schools website.

I **DO NOT** give permission for _____ to have their name or image on the schools website.

Signed

Parent's Signature: _____ Date: _____