

Email and Internet Use Policy 2016

Aims

- A. To provide students with appropriate access to the internet, to support their learning-related activities.
- B. To ensure the safety of students, staff and the community with regard to email and internet use.

Scope and Application

This policy is available on the school website.

This policy applies to:

- A. Employees
- B. Students
- C. Parents
- D. Community members
- E. Visitors to the school

Principles

A. Provision of equipment and access to the internet

- 1. The school will provide students access to the internet and a safe forum for electronic communication.
- 2. Staff, parents and volunteers will have access to email and the internet for school related purposes by arrangement with the Coordinator.
- 3. Teachers and administration staff will be provided with a Kerry Street email address for all school related communication.

B. Use

- 1. The use of the internet by students will be included at Kerry Street Community School;
 - a. As a tool over a number of learning areas to support their learning-related activities;
 - b. As part of the curriculum. Skills in this area will be a focus of the teaching program.
 - c. Education about safety when using the internet will be included as part of the curriculum and access to a Cyber Safety reporting site will be made available to students.
- 2. All staff, students and community members will be responsible in their use of the internet. We expect they will not view inappropriate websites or send or receive inappropriate emails.
- 3. Inappropriate content is content considered unacceptable in terms of legislation or harmful to students. It includes material that is pornographic, racist, sexist, inflammatory,

threatening, hateful, obscene or abusive in nature or which promotes or encourages illegal activities, violence or bullying.

4. All electronic messages sent or received in the course of school business will be treated as public records.
5. All members of the community will restrict their personal usage.
6. All members of the community will avoid opening email or email attachments from suspicious or untrustworthy sources.

C. Supervision

1. Supervision will be provided to students accessing the internet at school to ensure they use it effectively and safely. Teachers should be aware of the general content of the students' use of the internet and ensure suitability.
2. The level of supervision will be at the discretion of the class teacher, after assessment of the requirements of the task and the capabilities of the student.
3. All email usage by staff and the community may be monitored to ensure acceptable usage and content.

D. Internet Use Agreement

1. An Internet Use Agreement will be signed by all students when enrolling and annually thereafter (attached).
2. An Internet Use Agreement will be signed by all staff, community members and volunteers before accessing the internet (to be attached).

Responsibilities

A. Council

1. To provide the school with adequate IT equipment, internet access, anti-virus software and internet content filtering.
2. To deal with cases of noncompliance with this policy referred by the Coordinator.

B. Coordinator

1. To monitor acceptable email and internet use by staff, students and the community.
2. To assess and approve parent and volunteer access to email and the internet.
3. To deal with all cases of inappropriate use of email or the internet by students, staff, parents and volunteers.

C. Teachers

1. To facilitate student access to the internet and a safe electronic communication forum as part of the curriculum.
2. To provide internet safety education to students and facilitate access to a cyber safe reporting site if needed.
3. To use the internet responsibly and communicate electronically via a school email address.

D. Students

1. To sign and comply with the Internet Use Agreement.
2. To use the internet at school appropriately and seek permission before accessing.

E. Members of the School Community

1. To obtain permission before accessing the internet at school.
2. To sign an Internet Use Agreement.
3. To act responsibly and use the internet at school in accordance with this policy.

Related Legislation

- A. Copyright Act 1968
- B. Freedom of Information Act 1992
- C. School Education Act 1999
- D. School Education Regulations 2000

Related Kerry Street Documentation

- A. Kerry Street Information and Communication Technology Policy
 1. Current Agreements for Computer Use at Kerry Street
 2. Kerry Street Students' Internet Agreement
- B. Curriculum Policy
- C. Exemption from Particular Classes Policy
- D. Duty of Care Policy
- E. Behaviour Management Policy
- F. Staff Code of Conduct
- G. Risk Management Policy
- H. Information Security Policy (to be developed)

Contact Person

Enquires relating to this policy should be directed to the School Coordinator or Council President.

Breaches of this Policy

Any breach of this policy may result in disciplinary action up to and including termination.

Attachments

- A. Kerry Street Students' Internet Agreement.
- B. Community Internet Use Agreement.
- C. Staff Internet Use Agreement

Authorisation and Review

- A. This policy was read, discussed and endorsed by staff on 1/12/04
- B. It was authorised by the Kerry Street Community School Council February 2005
- C. Policy reviewed by meeting of staff and council on 13/1/06
- D. This policy was reviewed September 2012
- E. Reviewed by Council and Coordinator, Approved at December Meeting 2015
- F. Internet use Agreement attachment added March 2016.
- G. To be reviewed by Dec 2021

Helen Sugars Duff

Kerry Street Students' Internet Agreement

I agree:

1. I will follow all teacher instructions regarding Internet use.
2. I will only access the Internet when directed or supervised by a teacher or adult caregiver.
3. I will only use the Internet to support my learning, as appropriate.
4. I will only access material, email and other forms of communications which I would feel comfortable sharing with my teacher and parent.
5. If anything I see, hear or do makes me feel uncomfortable, I will immediately turn off the monitor and inform the teacher/caregiver present.
6. I will not reveal personal details of myself or others.
7. I will not open attachments or download material without teacher permission.
8. I will also be aware that not all material on the Internet is accurate.
9. I will be careful in my use of equipment and resources and share with others when appropriate.
10. **I will not cyberbully:** I will not spread gossip and/or rumours through email, mobile phone and internet, send or forward on offensive text/phone and/or email messages or images or abusive phone calls. I will not post personal information on internet sites without permission. I will not post personal information about myself or others on internet sites which could cause distress and humiliation.

Keep the Kerry Street Students' Internet Agreement and return this bit to school

Student's Name: _____ Signature: _____

- I have discussed these agreements with my child and I give my permission for my child to access the Internet at school.
- I do not wish my child to access the Internet at school.

Parent's Name: _____ Signature: _____

Community Internet Use Agreement

Kerry Street Community School

The school's computer network is a business and educational tool to be used primarily for business or educational purposes. You therefore have a responsibility to use these resources in an appropriate, respectful and lawful manner.

You are permitted to use the school's internet facilities, provided that such use is kept to a minimum and does not interfere with the performance of school business.

Be aware that while accessing the internet at school students may be present, so all content you access should be appropriate for their view.

If you wish to access the internet with your own device and share the contents with students for any reason, please seek the permission of a teacher or the Coordinator first.

You should never use the internet inappropriately, which includes the following:

- a) to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other);
- b) to send or receive obscene or pornographic material;
- c) to injure the reputation of the School or in a manner that may cause embarrassment;
- d) to spam or mass mail or to send or receive chain mail;
- e) to infringe the copyright or other intellectual property rights of another person; or
- f) to perform any other unlawful or inappropriate act.

The terms and recommended conduct described in this Agreement are not intended to be exhaustive, nor do they anticipate every possible use of the school's internet facilities. You are encouraged to act with caution and take into account the underlying principles intended by this Agreement. If you feel unsure of the appropriate action relating to use of the internet, you should contact the Coordinator.

Agreement

I have read and understand the above information about appropriate use of the internet at Kerry Street Community School and I understand that this form will be kept on file at the school.

Name (print): _____

Signature: _____

Date: _____

Staff Internet and Email Use

Kerry Street Community School

This document sets out the security, administration and internal rules which you should observe when communicating electronically or using the IT facilities provided by Kerry Street Community School (the 'School'). You should familiarise yourself with the terms of this Agreement in order to minimise potential damage to you, your colleagues, students and the School, which may arise as a result of misuse of email or Internet facilities.

This applies to all teachers, employees and contractors of the School.

1. School Property

1.1 The School is the owner of copyright in all email messages created by its employees and contractors in performing their duties.

2. Monitoring

2.1 From time to time, the contents and usage of email may be examined by the School or by a third party on the School's behalf. This will include electronic communications which are sent to you or by you, both internally and externally.

2.2 You should structure your email in recognition of the fact that the School may from time to time have the need to examine its contents.

2.3 The School's computer network is a business and educational tool to be used primarily for business or educational purposes. You therefore have a responsibility to use these resources in an appropriate, professional and lawful manner.

2.4 All messages on the School's system will be treated as education or business related messages, which may be monitored. Accordingly, you should not expect that any information or document transmitted or stored on the School's computer network will be private.

2.5 You should also be aware that the School is able to monitor your use of the Internet, both during school or working hours and outside of those hours. This includes the sites and content that you visit and the length of time you spend using the Internet.

2.6 Emails will be archived by the School as it considers appropriate.

3. Personal Use

3.1 You are permitted to use the Internet and email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with the performance of your work duties.

3.2 However, you should bear in mind that any use of the Internet or email for personal purposes is still subject to the same terms and conditions as otherwise described in this Agreement.

3.3 In the case of shared IT facilities, you are expected to respect the needs of your colleagues and use the Internet and email in a timely and efficient manner.

3.4 Excessive or inappropriate use of email or Internet facilities for personal reasons during working hours may lead to disciplinary action.

4. Content

- 4.1 Email correspondence should be treated in the same way as any other correspondence, such as a letter or a fax. That is, as a permanent written record which may be read by persons other than the addressee and which could result in personal or the School's liability.
- 4.2 You and/or the School may be liable for what you say in an email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.
- 4.3 You should never use the Internet or email for the following purposes:
- (a) to abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other);
 - (b) to send or receive obscene or pornographic material;
 - (c) to injure the reputation of the School or in a manner that may cause embarrassment to your employer;
 - (d) to spam or mass mail or to send or receive chain mail;
 - (e) to infringe the copyright or other intellectual property rights of another person; or
 - (f) to perform any other unlawful or inappropriate act.
- 4.4 Email content that may seem harmless to you may in fact be highly offensive to someone else. You should be aware, therefore, that in determining whether an email falls within any of the categories listed above, or is generally inappropriate, the School will consider the response and sensitivities of the recipient of an email rather than the intention of the sender.
- 4.5 If you receive inappropriate material by email, you should delete it immediately and not forward it to anyone else. It would be appropriate for you to discourage the sender from sending further materials of that nature.
- 4.6 Comments that are not appropriate in the workplace or school environment will also be inappropriate when sent by email. Email messages can easily be misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear, professional manner.
- 4.7 You should be aware that use of the School's computer network in a manner inconsistent with this Agreement or in any other inappropriate manner, including but not limited to use for the purposes referred to in paragraph 4.3 of this Agreement, will give rise to disciplinary action, which may include termination of an employee's employment or contractor's engagement.

5. Privacy

- 5.1 In the course of carrying out your duties on behalf of the School, you may have access to, or handle personal information relating to others, including students, colleagues, contractors, parents and suppliers. Email should not be used to disclose personal information of another except in accordance with the School's Privacy Policy or with proper authorisation.
- 5.2 The Privacy Act requires both you and the School to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. We stress therefore, that you take

responsibility for the security of your personal computer and not allow it to be used by an unauthorised party, which specifically includes anyone who is not an employee of the School.

- 5.3 You will be assigned a log-in code and you will also select a password to use the School's electronic communications facilities. You should ensure that these details are not disclosed to anyone else. We suggest that you take steps to keep these details secure. For example, you should change your password regularly and ensure that your log-in code and password are not kept in writing close to your working area.
- 5.4 You are encouraged to either lock your screen or log-out when you leave your desk. This will avoid others gaining unauthorised access to your personal information, the personal information of others and confidential information within the School.
- 5.5 In order to comply with the School's obligations under the Privacy Act, you are encouraged to use the blind copy option when sending emails to multiple recipients where disclosure of those persons' email addresses will impinge upon their privacy.
- 5.6 In addition to the above, you should familiarise yourself with the National Privacy Principles ('NPPs') and ensure that your use of email does not breach the Privacy Act or the NPPs. If you require more information on the Privacy Act and how to comply, please contact the Coordinator.

6. Distribution and Copyright

- 6.1 When distributing information over the School's computer network or to third parties outside the School, you must ensure that you and the School have the right to do so, and that you are not violating the intellectual property rights of any third party.
- 6.2 If you are unsure of whether you have sufficient authorisation to distribute the information, we recommend that you contact the Coordinator.
- 6.3 In particular, copyright law may apply to the information you intend to distribute and must always be observed. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files and downloaded information) must not be distributed through email without specific authorisation to do so.

7. Encryption and Confidentiality

- 7.1 When email is sent from the School to the network server and then on to the Internet, the email message may become public information. Encryption will reduce the risk of third parties being able to read email and should be used in cases where you feel additional security is required. .
- 7.2 As mentioned above, the Internet and email are insecure means of transmitting information. Therefore, items of a highly confidential or sensitive nature should not be sent via email. You should note that there is always a trail and a copy saved somewhere, not necessarily only on the School's network server.
- 7.3 This confidentiality requirement applies even when encryption is used.
- 7.4 Email sent over the Internet may be truncated, scrambled, or sent to the wrong address. There is a possibility that outgoing email sent over the Internet may arrive scrambled or truncated, may be delayed, may not arrive at all, or may be sent to the wrong address. Where outgoing email is important or urgent, you should verify that the recipient has received the email in its entirety.

- 7.5 You must ensure that all emails that are sent from your email address contain the School's standard disclaimer message, which will read as follows:

The contents of this email are confidential. Any unauthorised use of the contents is expressly prohibited. If you have received this email in error, please advise by telephone (reverse charges) immediately and then delete/destroy the email and any printed copies. Thankyou.

[This message will be set to appear automatically on each outgoing email. Please contact school administration if this feature is not working]

- 7.6 There is a risk of false attribution of email. Software is widely available by which email messages may be edited or 'doctored' to reflect an erroneous message or sender name. The recipient may therefore be unaware that he or she is communicating with an impostor. Accordingly, you should maintain a reasonable degree of caution regarding the identity of the sender of incoming email. You should verify the identity of the sender by other means if you have concerns.
- 7.7 Please delete old or unnecessary email messages and archive only those email messages you need to keep. Retention of messages fills up large amounts of storage space on the network server and can slow down performance. You should maintain as few messages as possible in your in-boxes and out-boxes. If there are items in your email which you require at a later date, please ensure that these are saved in your network directory so that appropriate backups are made School wide.

8. Viruses

- 8.1 All external files and attachments must be virus checked using scanning software before they are accessed. The Internet is a potential host for computer viruses. The downloading of infected information from the Internet is potentially fatal to the School computer network.
- 8.2 A document attached to an incoming email may have an embedded virus.
- 8.3 Virus checking is done automatically through Malware Antibytes and Ad-Aware installed on the office computers and Deepfreeze. If you are concerned about an email attachment, or believe that it has not been automatically scanned for viruses, you should contact the Coordinator.

9. Absence

- 9.1 In cases where you are likely to be absent from work for any period of time, you should make arrangements for your emails to be accessible by the School or ensure that an 'out of office reply' is automatically set. This automatic reply will alert those trying to contact you that you are away from work and that important queries should be directed to a nominated colleague. If you require assistance in installing this feature, please contact the Coordinator.

10. Policy Updates

- 10.1 This Agreement may be updated or revised from time to time. The School will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should review the latest School policies on the School's Website or contact the Council President.

11. General

- 11.1 The terms and recommended conduct described in this Agreement are not intended to be exhaustive, nor do they anticipate every possible use of the School's email and Internet facilities. You are encouraged to act with caution and take into account the underlying principles intended by this Agreement. If you

feel unsure of the appropriate action relating to use of email or the Internet, you should contact the Coordinator.

12. Agreement

I have read and understand the above information about appropriate use of the internet and email at Kerry Street Community School and I understand that this form will be kept on file at the school.

Staff name (print) _____

Staff signature_____

Date _____

If you have comments or suggestions, please speak with the Coordinator or Council President.