WHAREORINO SCHOOL

PROCEDURE 36: COMPUTER AND OTHER DIGITAL DEVICES ACCEPTABLE USE

Rational:

Whareorino School recognises that the Internet is a valuable education resource for staff and students. We believe that the use of the Internet at Whareorino School is a privilege and not a right. We believe that the Internet can be abused and that the Internet at Whareorino School will only be used under the following guidelines. The Whareorino School has invested heavily in computer technology. This procedure will provide appropriate circumstances and conditions for the use and care of both hardware and software.

Guidelines:

Staff

1. All staff, whether part-time, full-time, teaching, or non-teaching, are provided access to computers and the Internet, in accordance with the following provisions:

   All Internet use shall be for the purpose of:

   1.1 Providing information for students or for teachers and/or support staff of students, such that they may have better understanding of subject matter.
   1.2 For upskilling of staff through research, professional development and procurement of information via the Internet.
   1.3 The use of e-mail for contact with other staff on school business or to request information to the benefit of the school.
   1.4 The use of e-mail for personal contact and the exchange of e-mail.

2. The running of courses, at regular intervals, will facilitate competency and confidence in the use of computers and the Internet by staff.

3. Use of the Internet for personal use, is not permitted other that the exchange of e-mails and other school approved functions/activities such as school website, class and personal pages. Internet use using the World Wide Web (WWW) shall be for school purposes only.

4. No additional programs are to be loaded on any local drive or server, without prior approval of the Principal.

5. Before pen-drives are used on any school computer, the user must run a virus check.

Students

1. Students shall be able to use the Internet at Whareorino School under the following conditions:

   1.1 Under the direct or indirect supervision of a member of staff, where the member of staff is in the same room and able to sight the computer monitor, (screen), at all times.

   1.2 Students at Whareorino School are able to receive instruction in the use of Internet, including e-mail and World Wide Web access.

2. No additional programs are to be loaded on any local drive or server, without prior approval of the Principal.

3. Before pen-drives are used on any school computer, the user must run a virus check.

Staff and Student Code of Conduct

E-mail
1. E-mail is provided for staff and students to contact others, in the interest of education.
2. All e-mail will make use of customary greetings and salutations.
3. E-mail boxes for staff will be checked at least once every day and all incoming e-mail will be appropriately actioned, then filed or deleted.
4. E-mail for others is not to be read, filed, printed, interfered with or deleted by other user groups. (Note: The principal and computer administrator have access to all electronic communications for the purpose of monitoring and/or correction.)
5. Information sent via e-mail shall be constructive, informative or inquiring in the interest of both the sender and receiver.
6. Peers or staff will check spelling and grammar before students send any messages. Staff e-mails will adhere to appropriate literacy conventions.

Use of the Service / Facilities
1. No profanity, obscenities, or any other language that could be construed as such, is to be used in any e-mail messages or other means of electronic communications.
2. No private information is to be distributed to other parties at any time. This includes re-posting of information sent by another party without the prior knowledge of that person.
3. The network is not to be used by any staff of student for purpose of legal gain, (including Internet Banking), or illegal activity.
4. Deliberate attempts to gain access to any site containing pornographic or religiously offensive material, will be dealt with by the principal who may inform the Board's Presiding Member, as this type of activity is deemed to be a serious offence.
5. When searching on the Internet, should inappropriate material appear on the screen, the user or user group should immediately switch the monitor, (screen), off and advise the classroom teacher, who must report this occurrence to the Principal. The Principal will correct the situation. (Remember, 'key words' can have more than one meaning.) Should this circumstance arise with staff, the staff member concerned <u>must</u> report the matter immediately to the Principal.
6. No offensive or derogatory communications may be transmitted by staff or students internally or externally. Staff may not bring the school, or those associated with the school, into disrepute by transmitting inappropriate electronic communications.
7. Downloading of material must be accompanied by the scanning for viruses at all times. Any deliberate attempt to spread viruses through the school's network will be considered a serious offence and the Principal will take the appropriate action. Any attachments arriving from an unknown external source, must not be opened.
8. All copyright and privacy laws are to be abided by, at all times.

Liability
1. Whareorino School is not, and cannot be held responsible for loss of material, accidental corruption, or any other action that might affect transmission or loss of data.
2. Whareorino School has taken all reasonable precautions to maintain the safety of all users and these guidelines are written and enforced in the interest of all users and the effective use of computer technology and the Internet.

Related Documents
- Procedure 35: H&S Internet Safety and Cyber Bullying Prevention

C. Stevenson. PRINCIPAL

Dated: March 15, 2022