

Information and Communication Policy

The use of the Internet at Kaharoa School is a privilege not a right.

The Internet is made available to staff, students and community members under the following conditions. Internet users will always consider and work under the expectations and standards of Kaharoa School Cornerstone Values.

STAFF

All Staff whether part time, full time teaching staff or non-teaching staff are allowed access to the Internet in accordance with the following provisions.

All Internet use shall be for the purpose of:

- Providing information for students or for the teachers of students such that they may have a better understanding of subject matter.
- For the upskilling of staff through research, professional development and procurement of information via the Internet.
- The use of Email for contact with other teaching staff on school business or to request information to the benefit of the school.

It is accepted that the internet is used for appropriate personal use however this is not permitted during class time. Internet use using the www and Internet, phone and fax services shall be primarily for school purposes. Any costs associated with personal telephone use shall be reimbursed by the person concerned.

STUDENTS

Students shall be able to use the Internet under the following conditions:

- An application to use the Internet will be signed by the parent/caregivers on enrolment. Teachers will revisit the Internet Use Contract with Year 5 to 8 children at the beginning of each year and as needed. The policy statement and code of conduct will form the basis of the documentation that the caregiver/parent and the students agree to when signing the Internet Use Contract.
- This application will be kept in in the office.
- This application enables the student to receive instruction in the use of the Internet including Email and World Wide Web access.

Kaharoa School has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users safe and effective use of the Internet.

Students who choose to abuse the above guidelines will have their application suspended for a period determined by the classroom teacher and/or Principal.

MEMBERS OF THE PUBLIC

The Internet may be used by members of the public in controlled situations with a staff member or other member of the public nominated to run such an event. Members of the

public will be expected to conform to the same guidelines, as expressed above and formal signing of an agreement will be necessary.

At all times the person nominated to be in charge shall do all in their power to ensure that these guidelines are adhered to.

CODE OF CONDUCT

Teachers will follow the Code of Conduct so that all students adhere to policy when using the Internet within the school.

Guideline 1: General Statement

- The Internet is provided for the education of and the improved delivery of curriculum material. Students are encouraged to make use of the services to this end.

Guideline 2: Internet communication

- Internet communication is provided for students to make contact with other students in the interest of education.
- All Internet communication is drafted and approved prior to posting
- All Internet communication will make use of customary greetings and salutations.
- Information sent via Internet communication shall be constructive, informative or inquiring in the interest of both the sender and receiver.
- Spelling and grammar will be appropriate for the age group.
- Internet communication at Kaharoa School will not be of a personal nature and may be viewed by supervising staff.

Guideline 3: Use of service (eg Blogs, Google Docs, Social Media)

- No profanity, obscenities, or any other language that could be construed as such is to be used in any messages.
- No private information is to be distributed to other parties at any time. This includes reposting of information sent by another party.
- The network is not to be used by any student for personal gain or illegal activity.
- Deliberate attempts to gain access to sites containing material of pornographic, racially or religiously offensive, illegal or offensive material will be dealt with as a serious breach of school rules.
- Internet sites visited by students will only be those site titles related to learning purposes.
- Downloading of material must be scanned for viruses at all times and any deliberate attempt to spread viruses through the network will be dealt with by the management of the school.
- All copyright, privacy and international laws are to be abided by at all times.

Guideline 4: Accounts

- At no time are students to place orders for goods or services over the Internet using the school name, title or funds.
- Email accounts are set up for the intended user classes only. Use of other student's accounts to send and receive Email is unacceptable.

Guideline 5: Liability

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

Students that abuse any of the guidelines:

- Students who make a minor infringement of the guidelines will be dealt with by the Principal, and Teacher of the student.
- For serious offences matters will be referred to the Principal and they will deal with the issues as directed by the school discipline policy.

KAHAROA SCHOOL STUDENT INTERNET USE CONTRACT

- The use of the internet is a privilege, not a right. It is for my learning. I will only use the computer as directed by the teacher.**
- I will not use the computers without permission from a teacher.**
- If I stumble upon anything that I know my teacher or parents would not want me to see, I will immediately turn off the monitor and tell my teacher.**
- Any e-mails or contributions to public spaces must be checked by the teacher.**
- I will keep my identity safe by never giving my surname, address or other identifying information, only using my first name and last initial.**

Child's Name: _____

Child's's Signature: _____

Parent/Guardian/Caregiver:

As the parent/guardian/caregiver of the student identified above I have read the Policy statement relating to the use of the Internet in the school and I understand that the intention of the use of the Internet within the school is for educational purposes.

I understand that Kaharoa School has taken all possible precautions to make the Internet as safe as possible for all users. I also agree to support the school in any action it may take to ensure that the Code of Conduct as described in the Policy Statement is enforced.

- I give permission for my child's image and voice to be published on the internet for educational purposes to acknowledge their contributions and celebrate their successes, within the bounds of our internet safety guidelines.**
- I do not give permission for my child's image and voice to be published on the internet for educational purposes to acknowledge their contributions and celebrate their successes, within the bounds of our internet safety guidelines.**

Name: _____

Signature: _____

Date: _____

COMMUNITY MEMBER INTERNET USE AGREEMENT

Name of Applicant: _____

Address: _____

Contact phone number: _____

Intended Use: _____

I have read the Kaharoa School Policy Statement on the Internet and agree to abide by the rules as laid out in this document. I agree to abide by the decisions made by the teacher that is in charge at the time I am using the room.

Signature: _____

Date: _____

Year Last Reviewed	2014
Review and Audit Process	Triennial review including an audit
Timing of Review and Audit	December
Date BoT Meeting approved changes	
Owner	Staff Trustee