

Student Internet Use and Agreement Policy

RATIONALE

At Clairvaux Catholic School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

AIM

To establish appropriate Codes of Practice re: acceptable Internet use for staff, parents and students to follow, which enables all school community members to get the best from the Internet while protecting them from harm.

GUIDELINES

1. The school undertakes a commitment to implement and uphold Acceptable Internet Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students.
2. The School will ensure that information published on the Internet by students or the School under the School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.
3. The School will use the most appropriate Internet service provider that enables effective management and monitoring of web access to minimise the risk of exposure to offensive or inappropriate material.
4. When accessing the Internet, staff and parents will endeavour to ensure that children are appropriately supervised and have clearly defined tasks and responsibilities.
5. Individual users of the School's computer network are responsible for their behaviour and communications over this network. NB. Internet users should not:
 - Give out personal details such as home addresses, telephone numbers, full names and credit card details
 - Give out login information or passwords
 - Reply to offensive or threatening messages via email
 - Take up requests for 'real-life' contact
 - Supply any identifying information when publishing photographs
 - Completely rely on information sourced from the Internet, as not all information on the Internet is authoritative or correct.
6. Staff will facilitate students accessing information via the Internet in support of, and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.
7. Prior to accessing the School's network, students will be required to sign an Internet Code of Practice (see below), which clearly outlines appropriate action for students to take in the event of coming across unsuitable material.
8. Students who fail to honour their Code of Conduct may incur the withdrawal of their access to the Internet and / or school network.

REVIEWED

This policy will be reviewed in 2024

Acceptable Internet Use Guidelines and Agreement - 2024

Clairvaux uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. Your child has been asked to agree to use the Internet responsibly at school. Parents should be aware that the nature of the Internet means that full protection from inappropriate content can never be guaranteed.

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work.

At home we recommend you:

- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- have the computer with Internet access in a shared place in the house – not your child's bedroom
- ask questions when your child shows you what they are doing, such as:
 - how does it work and how do you set it up?
 - who else is sharing this space or game - did you know them before or “meet” them online?
 - why is this so enjoyable – what makes it fun?
 - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
 - what are you doing to protect yourself or your friends from these potential dangers?
 - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Statistics show that students will not approach an adult for help because:

- they might get the blame for any incident
- they don't think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
 - admitting to a mistake or
 - highlighting a situation that might lead a parent to ban their access.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face.

- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

Student User Agreement

**Please read with your child and each sign below and return this document to the classroom teacher*

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on the internet.
- not interfere with network security, the data of another user or attempt to log into the network with a username or password of another student
- not reveal my password to anyone except the system administrator or the teacher
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- Agree to hand in to the office any smart device (e.g smartwatch or mobile phone) that is not prescribed for use as part of my learning at school
- Only use my Google Workspace for Education account to assist and organise my learning at Clairvaux.

When I use my iPad, Chromebook or other mobile device I agree to:

- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers) • seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extracurricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Care and Usage of Equipment

- Depending on age and maturity, students will be under varying levels of supervision whilst using computers. All students, however, must follow the rules set out in this agreement.
- Students will take care when using the computer equipment.
- Students will not eat or drink when using the computer equipment or allow food and drink near the computers. Students will not use software, apps or USB's from home on school computers without the teacher's permission.

Work Habits

- Students will only use devices and internet for purposes directed by the teacher.
- When sending emails students will not send messages that are of an offensive or bullying nature or that may be taken as cyber-bullying and will ensure that all work shows politeness and respect for others and reflect the high standards expected by our school.
- Students are expected to respect the privacy and rights of other users on the network.
- Students must consider copyright laws at all times when copying any type of material for use in their work.
- No student is to touch or interfere with another student's computer or work on their computer unless invited to by that student.

Personal Safety

- Students will only use first names, on the Internet and email communications and no other personal details.
- When using the Internet students will only access appropriate information, which is relevant and directed by their teacher.
- Students will report to their teacher any site or material that makes them feel uncomfortable.
- Written consent from parents or guardians will be obtained before any child's photo or work is published on the Internet (usually upon enrolment).
- Students shall not publish or access inappropriate material.
- Students shall not publish staff photographs on the internet. Failure to comply with any of these rules will result in loss of computer rights for a negotiated period of time.

Student Agreement

I acknowledge and agree to follow these rules.

I understand that I may not be able to access devices or the Internet at school if I do not act responsibly.

Student Name:.....

Student Class:.....

Student Signature:.....

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in this document

I will contact the school if there is anything here that I do not understand.

Parent/Guardian Name:.....

Parent/Guardian Signature: :.....

Date:.....