

Parent Information Sheet on Internet and Email in Kingsford Smith School

The Internet and other information and communication technologies including email can provide a range of positive experiences in teaching and learning in ACT schools. The internet allows for:

- the use of a range of information sources in class work, projects and assignments and
- collaboration and communication with other students across the ACT, or the world, sharing ideas, knowledge and information.

Using these technologies will assist in students developing skills in electronic media throughout their lives in everyday situations. ACT schools are currently involved in striving to integrate the use of information and communication technologies where relevant and appropriate into all curriculum areas, and all levels of schooling.

It is important to introduce students to these technologies in a safe environment, where students are taught how to discriminate between relevant and irrelevant information, use and cite online sources, and share knowledge and information with others using appropriate language for the online environment. There are a number of ways this school endeavours to minimise the risk to students accessing inappropriate information that is available on the internet.

All staff, students and parents in this school are required to read the *Acceptable Use of Internet, Email, Computer Facilities and Networks Policy* and sign the Code of Practice. This Information Sheet also provides information on how this school is monitoring use of the internet and email to protect the security and privacy of all staff and students.

Parents and guardians should also encourage children to access the internet during their class work, and to follow the basic guidelines and procedures through discussion, and where possible, demonstration of acceptable behaviours.

The notes refer to the Code of Practice for Students

(1) Examples of unsafe actions:

- revealing your full name, address, phone number, etc. to an unknown person by email or chat session
- using a chat facility that is not supervised by your teacher
- placing your personal details on a web page
- giving out credit card details to strangers or to unverified or unsecure websites.
- putting personal details in your email signature
- accepting offers to meet strangers who you have met via an electronic medium, unless you are confident of your safety

(2) Examples of illegal activity:

- copying software onto computers, disks or networks without permission by the copyright owner
- sending threatening or profane electronic mail
- ordering materials over the Web using other people's credit cards
- copying digital art works, music or printed material without permission by the copyright owner
- using the Web to distribute pornographic material

(3) Examples of dishonest activity:

- copying another person's work and submitting it as your own.
- claiming personal ownership of material that was developed by a group.
- setting up an unofficial web site which claims to be the official school site.
- sending electronic mail using a faked e-mail address or someone else's account.

(4) Things which could upset others:

- spreading untrue rumours and gossip through e-mail
- publishing racist or sexist material
- downloading or displaying offensive pictures
- playing offensive songs from websites. Each school and community may have its own view on what is unacceptable and hence the interpretation of "offensive " may vary.

(5) Things which could disrupt other users:

- breaking or damaging the computer equipment
- spilling food or drink on computer equipment
- downloading large files from the Internet during class time without seeking approval
- introducing viruses into the system
- deleting or changing critical files, or the files of others
- attempting to hack into the school computer system
- using the computer system to gain unauthorised entry into other computer systems.

(6) Examples of irresponsible actions:

- leaving a computer logged on after departing the room
- leaving personal information on a shared computer where others can use it
- neglecting to back up important pieces of work
- telling other people your password.

Safe Areas

The Australian education community appreciates the need for students and teachers to have access to fully evaluated safe sites that enhance learning and teaching. Most state departments have their own network of resources that teachers and students can use. Examples are:

O'Connell Information and Resource Centre (ACT)

<http://www.occ.act.edu.au/ocirc/teach1.htm>

EdNA Online - A national database of evaluated educational resources

<http://www.edna.edu.au/>

SOFWEB (Victoria)

<http://sofweb.vic.edu.au/>

DISCOVER (Tasmania)

<http://discover.tased.edu.au/>

Network for Education (NSW)

<http://www.dse.nsw.edu.au/stand.cgi/staff/F1.0/index.htm>

Canberra Schools on the Net (CSN)

This school is connected to the Internet via Canberra Schools on the Net (CSN), the main internet service provider (ISP) to ACT schools. CSN provides a set of Internet management tools to schools using their service. This service includes a facility to filter web sites and e-mail, tools to monitor the use of the Internet, as well as tools to control access rights.

Chat

The school will only use chat facilities when they are monitored by school staff. Chat is not to be used by students without supervision.

References

A further reference for parents on *Children and the internet* is available on the Parentlink website at

http://www.parentlink.act.gov.au/guide_internet.htm

Further Information

Please contact the school on ph. 02 6207-4455 to discuss this information sheet, or discuss options of access for your child.

Code of Practice for Students

Acceptable Use of Internet, Email, Computer Facilities and External Networks

This Code of Practice has been developed for students at Kingsford Smith School and is consistent with the department's policy on *Acceptable Use of Internet, Email Computer Facilities and External Networks*. Principals are responsible for ensuring that students and their parents/guardians have read the policy, Code of Practice and Parent Information Sheet, and operate within the parameters of these documents. The Code of Practice is to be signed after these documents outlined above have been read.

I **will** use the school computers for schoolwork only as directed by my teacher.

I **will** always act with caution when communicating with unknown people using the school computers (1)

I **will** be courteous and use appropriate language when communicating to others

I **will** ask my teacher for help if I find or receive information with which I feel uncomfortable or is inappropriate

I **will not** use the school computer facilities for illegal (2) or dishonest (3) purposes.

I **will not** copy software programs on school computers, or copy material, graphics or music owned by others without their permission.

I **will not** send, produce, show or search for things that might upset others (4).

I **will not** intentionally create congestion or disrupt the school computer equipment (5).

I **will not** tell other people my password or leave my computer logged in when leaving the room (6).

I **will not** send photographs or publish the full names of others or myself to unknown people without permission.

I **will not** send email to users outside of this school unless the teacher approves it.

I **will not** use chat facilities unless supervised by school staff. I understand that the school records where I have gone on the internet.

I **understand** that disciplinary action may be taken if I do not follow this Code of Practice, which may include loss of access to the internet, email or networks for a period of time determined by the Principal. (Notes: Refer to Parent Information Sheet for further explanatory notes)

Kingsford Smith School

Date Code implemented 22/08/2011

Students of **Kingsford Smith School** may access the Internet and Email after signing the following declaration.

I declare that I have read and/or understood the ACT Department of Education & Community Services policy on Acceptable Use of Internet, Email, Computer Facilities and External Networks and Code of Practice for Kingsford Smith School.

Surname: _____ Given Name: _____ Current Yr Level _____

As a student of Kingsford Smith School I agree to abide by the school's Code of Practice for the use of the school's computer network. (*Students in Years 3 - 10 to sign*).

Student Signature: _____ Dated: ____/____/____ Central ID No:

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PARENT PERMISSION

I agree to _____ using the internet and email at school for educational purposes in accordance with the Student Agreement above. I understand that steps will be taken in the school to minimise risk of exposure to unsuitable material. I have read the Policy, Code of Practice and Parent Information Sheet and have discussed the information contained in these documents with my child.

I agree to my child having access to: (**Please tick**)

External (Internet) Email Internet (WWW) Accessing computers on our network

Parent/Guardian (*please print name*): _____

Parent/Guardian Signature: _____

Dated: ____/____/____

This original declaration is to be returned to:-

Principal
Kingsford Smith School
HOLT ACT 2615

(A copy will be returned to you for your records upon request)

P.T.O.

Permission to Publish Personal Information or Work on Kingsford Smith School Website Not Including Photos

Dear Parent / Guardian

The Kingsford Smith School website contains important information about our school. This may require some personal information or works of students, staff or clients to be published on the website as general contacts for further information, or for publicity and media events.

Personal information could include full or partial (eg, first) name and/or (**please tick signifying permission**):

<input type="checkbox"/> Title	<input type="checkbox"/> School
<input type="checkbox"/> Phone no. & / or fax no.	<input type="checkbox"/> Year level
<input type="checkbox"/> Street &/or Postal address	<input type="checkbox"/> Work of art or prose (original, photocopy or other facsimile)
<input type="checkbox"/> E mail address	

Kingsford Smith School may publish personal information if it is collected. The Privacy Act 1988 allows disclosure of personal information where the individual has consented to the disclosure.

If you agree to have your personal information published on the website you need to be aware of the following:

- The information can be searched for using identifiers such as your name
- The information can be copied and used by any web user
- Once the information has been published on the web, Kingsford Smith School has no control over its subsequent use and disclosure
- It will be accessible to millions of users all over the world.

Alternatives may be having only positional details on the website not including your name eg. "General inquiries: ph. Nnnnnnnn" including a positional e-mail address, or publishing the art work with reference to year level but not any reference to name. Discuss this with the school if you have concerns.

Web Manager
Kingsford Smith School
6207-4452

I hereby give permission for personal information including (name), _____ and /or work of art or prose attached to be included on the Kingsford Smith School website in accordance with the Privacy Act 1988.

I understand that these details will be published on the website and can be accessed on the world wide web.

Signed: _____

Full Name: _____

Position/ Relationship to child under 18 _____

Contact phone number (Business Hours) : _____ Dated: _____