

## **COLWILL SCHOOL**

### **INTERNET POLICY**

#### **RATIONALE:**

The Internet provides students and staff with an extensive source of information and learning material. The school wishes pupils and staff to be able to use this resource effectively.

#### **PURPOSE:**

To establish systems that allow economic and safe use of the Internet. By safe this policy means that pupils will have access to appropriate material, their personal information will never be available for other Internet users to discover and pupils will only correspond with others using accurate and acceptable language.

#### **GUIDELINES:**

1. The school has a Jetstream connection to the Internet and pupils are protected by Foolproof security software which ensures they must be "logged in" for Internet access by Colwill School staff. All staff sign an Internet password disclosure form which ensures all student and staff use of the Internet is for legitimate curriculum purposes and is supervised by a Colwill teaching staff member.
2. Students from Years 3 upwards are provided with Internet Access contracts at the beginning of the school year. These include a covering letter to parents and a contract for students and parents/caregivers to sign. Pupils joining us later in the year are provided this through the enrolment pack. No Internet access is allowed without a current Internet contract.
3. Downloading of material must be authorised by a Colwill staff member.
4. All copyright, privacy and international laws are to be abided by at all times.
5. No goods or services may be ordered using the school name, title or funds unless this has written permission of the budget holder concerned showing it meets budget approval and a proper order form signed by that budget holder.
6. Colwill School has a website where information for Colwill parents and visitors to the site is posted regularly. This includes students written work, artwork and digital pictures of trips and events. All families are asked to complete a Colwill website form indicating permission or otherwise for this purpose. Students are identified by first name and room number only on the website.

**POLICY WRITTEN BY:** Jane Boyens, Principal  
**CONSULTATION:** Parents  
**APPROVED BY BOT:** December 1997  
**REVISED:** October 2003

27 January 2004

Dear Parents,

We are currently updating our Internet contracts for 2004. These are required for children from Years 3 upwards. Please read through the information below, complete and return the slip to your child's class teacher.

All children and teachers have access to our School Intranet (sites related to topics being studied, which have been previewed by myself or other staff and downloaded to our school server). Children are allowed access to our School Intranet at any time to assist them with their class programmes.

Children also have access to the Internet, to assist them with their classroom work. This access is allowed only with teacher supervision and children are only allowed to access sites that support programmes running in classrooms, the Year 5-8 specialist programmes, and the Primary Enterprise programme. It is expected that Internet use for recreational purposes be done at home. Access is allowed within defined school hours, as our budget allows.

Safe access to the Internet relies on children following the rules set out by the staff at Colwill, and consequently it is important that some procedures be set in place to ensure these guidelines are met. Children from Years 3 upwards are asked to sign a contract which specifies the rules for its safe use (see attached sheet).

**Should a child not follow the rules, the consequences will be:**

**First offence:** Internet access at school will be removed for 1 month. Parents/Caregiver will be notified by phone.

**Second offence:** All access to the Internet at school will be removed for the remainder of the school year. Parents will be notified by phone and letter.

In exceptional circumstances Internet use can be revoked immediately.

We would appreciate you taking the time to read through the contract attached with your child (Years 3 upwards only), **both pupil and parent** signing the contract, and returning it to the classroom teacher by Monday 9<sup>th</sup> February.

Yours Sincerely,

Kerry Crossman (Principal)

Sharron Buer (Director IT Programmes)

**Internet Access Contract**

I agree to the following rules for Internet access at Colwill School:

- All access must be done with the supervision of an adult Colwill staff member
- Internet access is allowed during normal school hours (9 a.m.- 3 p.m.)
- Access must be for educational purposes- to support Colwill School programmes
- No access is allowed for recreational purposes. It is expected that this be done at home

Student Name: \_\_\_\_\_

Room no: \_\_\_\_\_

Student sign: \_\_\_\_\_

Parent sign: \_\_\_\_\_

Phone no: \_\_\_\_\_

Dated: \_\_\_\_\_

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Student sign: \_\_\_\_\_

Parent sign: \_\_\_\_\_

Phone no: \_\_\_\_\_

Dated: \_\_\_\_\_

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## **INTERNET PASSWORD DISCLOSURE**

As a staff member of Colwill School I acknowledge that the Internet password is for Colwill Staff only and must not be disclosed to pupils or other persons.

I acknowledge that if a student in my class, in another programme I am responsible for or as part of my duty responsibilities needs to use the Internet that I will ensure this is supervised, the use is for a legitimate curriculum purpose, log them in, ensure they log out and quit the browser application and complete the log book.

Teachers Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

27 January 2004

Dear Parents/Caregivers,

Colwill School has a website. The URL is: [www.colwill.school.nz](http://www.colwill.school.nz)

The website has been designed as an information site for parents and visitors. Students written work and artwork is also published on the site, and reviews of trips and events (including digital pictures). **All pictures identify students by first name only, to ensure their safety.**

Please fill out the tear-off form below to indicate if you give permission for this and return to the school office a.s.a.p.

Yours sincerely

Sharron Buer  
(ICT Director)

Kerry Crossman  
(Principal)

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***One form only needs to be completed for the family***

Students Name: _____	Room no: _____
Students Name: _____	Room no: _____
Students Name: _____	Room no: _____
Students Name: _____	Room no: _____
Students Name: _____	Room no: _____

**I give permission for the following items to be published on the Colwill School website:**

Written work and art work	YES	NO
Pictures of trips & events which include my child/ren	YES	NO
Individual pictures (e.g in uniform etc)	YES	NO

Parent's name: \_\_\_\_\_ Phone no: \_\_\_\_\_

Parent's signature: \_\_\_\_\_