



Student Internet use policy Student Code of Conduct

Purpose

Al Iman College provides its students access to the online services. These services increase the range of teaching tools available to staff and will enhance the opportunities available to students.

Online services provide three main benefits in education:

- Improved access to information to support learning.
- Opportunities for interaction and collaboration involving students and teachers at different locations.
- Publication and information sharing on a global scale.

Parental consent is required in order for your child to be given access to these online services. This will involve the college using the student's full name, preferred name, class and year to create a unique online services account.

The College's online services are going to provide:

- individual email accounts for all students and staff;
- access to the internet, with all reasonable care taken by college to monitor and control students' access to web sites while at college;
- access to email services from home if the home computer is connected to the Internet;
- access to the Online Teaching and Learning System (OTLS); and
- access to Instant Messaging.

If you agree to your son or daughter making use of these online services, please complete Part A of the attached Online Consent and Acceptance Form. You will also need to ensure that your son or daughter reads and understands the Acceptable Usage Agreement for their year group and signs Part B of the Online Consent and Acceptance Form. The signed document should be returned to the college so that an online services account can be created for your child.

Please note that while every reasonable effort is made by the College to prevent student exposure to inappropriate online content when using its Online Services, it is not possible to completely eliminate the risk of such exposure.

You should also be aware that general Internet browsing by your child from home or locations other than college is not monitored or filtered by the college since it is not conducted via the college's online services and that you are responsible for supervision of your child's use of the internet from home.

Acceptable Usage Agreement

Foundation – Year 3

On-line Rules

If you use the internet or a log-on account you must agree to the following rules:

- I will ask the teacher first before using the college computer.
- I will not give my password out to others.
- I will not let other people log-on to my account.
- I will tell the teacher if I think someone is using my log-on account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use work from the internet if I have asked the teacher.
- I will only use my email account for college online communications.
- If I download work or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the college, photographs or other details about myself or others without checking with the teacher first.

- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the college computers to be mean, rude or unkind about other people.

You understand that:

- If I use the internet or my log-on account in a way that I shouldn't I may not be able to use these in the future.
- I may be legally liable for misuse of the computer and the police may be contacted.

Acceptable Usage Agreement

Years 4 – Year 6

On-line Rules

If you use the online services of the College you must agree to the following rules:

- I will use the college computer only with the permission of a teacher.
- I will follow all instructions from teachers when using computer and only use online services for purposes which support my learning and educational research.
- I will not let anybody else know my password.
- I will not let others use my online services account.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the college may see anything I send or receive using the email service.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will only use my email account for college online communications.

- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the college.
- I will not damage or disable the computers, computer systems or computer networks of the college or any other organisation.

You understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences dictated in Colleges policy;
- I may be held legally liable for offences committed using online services.

Student Code of Conduct – for Online Use

Teachers will:

- ensure that students in their class have been given permission before they access online services.
- supervise students when using online services.
- reinforce the correct use of copied material and referencing.
- monitor student files and communication at point of need.

- ensure students are aware of the 'back out' procedure to get out of inappropriate Internet sites.
- where possible, bookmark sites that support class topics using *Favourites*.
- teach children how to refine and conduct internet searches.
- only download files (games etc), which are related to the current classroom teaching programs.

Students will:

- ask permission before accessing online services on any computer within the college.
- log on with their own username at all times.
- only use online services under adult supervision.
- use their email account for college online communications only.
- exercise responsible behaviour when using the internet.
- abide by the generally accepted rules of network etiquette, which include (but are not limited to) being polite and using appropriate words.
- back out immediately if they come across any information that is inappropriate and tell the teacher right away so the Internet Search history can be explained.
- respect all copyright and licence material.
- acknowledge references and sources used for research.
- manage user directories responsibly, deleting unneeded files and emails.
- take full responsibility for the security of personal files and passwords.
- save and keep personal assignment work in their home directory.
- consider responsible paper and printer ink usage when printing reference material from online services.
- check with the teacher before printing any material.
- advise a teacher or the ICT co-ordinator of any security or virus problems.
- show respect for equipment and report any faults immediately to a teacher or ICT co-ordinator.

- respect the right of the Network Administrator to monitor students' files and communication.

Online Services Users will NOT:

- access websites which are not relevant to education/classroom topics.
- download any files from the internet that are not required for education/classroom topics.
- use online services to access material that is inappropriate.
- engage in chat rooms.
- order or purchase anything using online services.
- play computer games using the internet (unless under the teacher's instruction).
- log on under another student's name.
- disclose theirs, or anyone else's, home address, phone number or personal details via online services.
- interfere with the work of other students.
- change configurations and settings on any computer.
- try to 'hack' into secure areas or file servers.
- bring disks or CDs into college from home to use on college computers.
- load any of their own programs, including games, onto College computers.

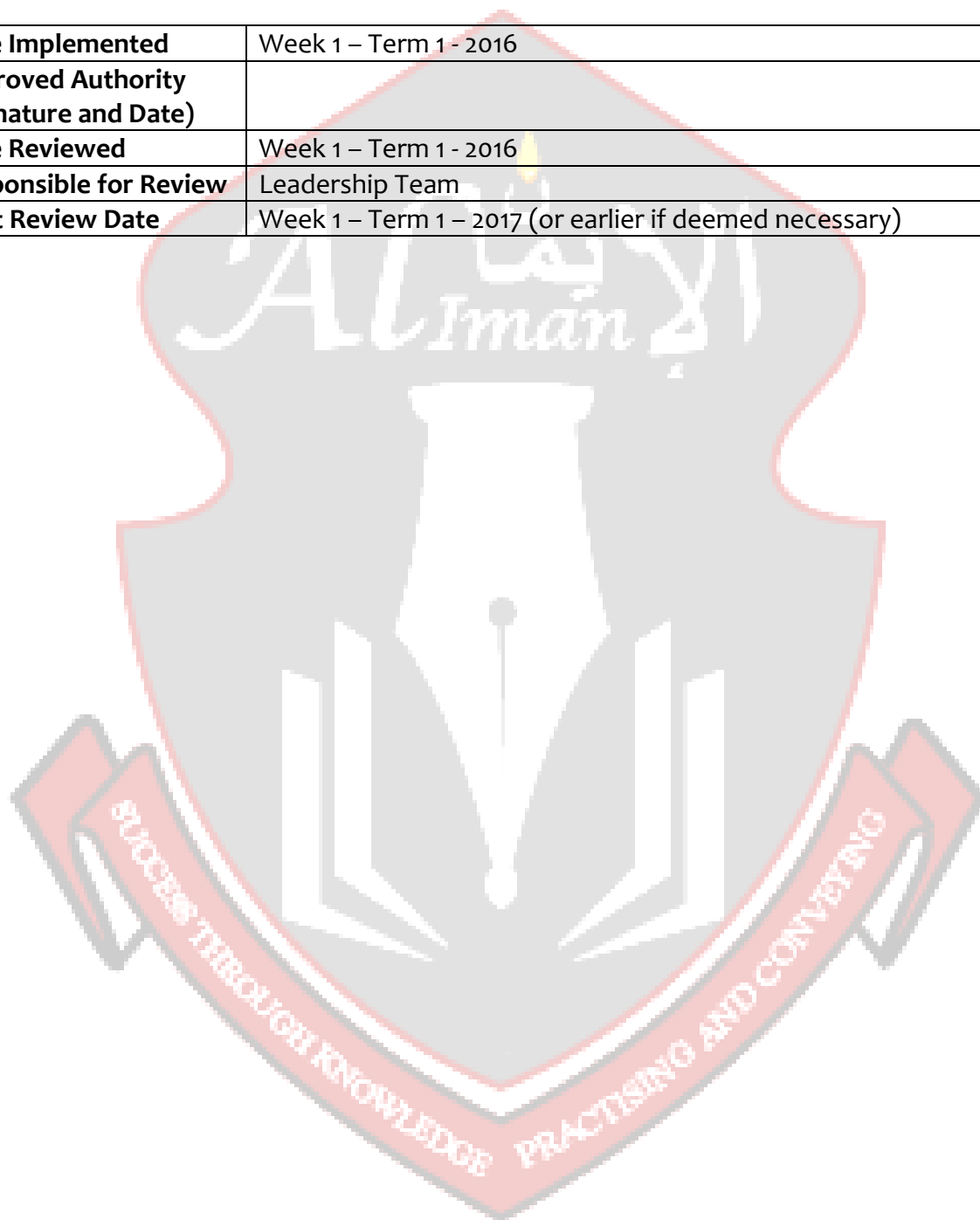
The Consequences for Conduct Breaches are:

- loss of Internet privilege for a given time, according to the severity of the breach.
- the loss of online services privileges and use of computers.
- parent's being informed about the breach.
- being held legally liable for offences committed using online services.
- In college isolation for a given time, according to the severity of the breach.

Evaluation:

This policy will be reviewed as part of the College' four year review cycle.

Date Implemented	Week 1 – Term 1 - 2016
Approved Authority (Signature and Date)	
Date Reviewed	Week 1 – Term 1 - 2016
Responsible for Review	Leadership Team
Next Review Date	Week 1 – Term 1 – 2017 (or earlier if deemed necessary)



ONLINE CONSENT AND ACCEPTANCE FORM

This consent form should be filed by the college and a copy provided to the parent

PART A: PARENT / CAREGIVER ONLINE SERVICES ACCOUNT CONSENT

Do you give permission for your child to have an online services account? **Yes / No** (circle one)

I agree to and understand the responsibilities my child has using the online services provided at the college for educational purposes in accordance with the acceptable usage agreement for college students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the college.

Note: while every reasonable effort is made by the college to prevent student exposure to inappropriate online content when using the College's Online Services, it is not possible to completely eliminate the risk of such exposure. The College cannot filter Internet content accessed by your child from home or from other locations away from the college. The College recommends the use of appropriate Internet filtering software.

PART B: STUDENT USAGE AGREEMENT

Do you agree to abide by the acceptable usage agreement for college students? **Yes / No** (circle one)

I understand that if I am given an online service account and break any of the rules in the agreement; it may result in disciplinary action, determined by the principal in accordance with the College's Behaviour Management Policy.

PART C: SIGN HERE

Name of parent/care giver: _____

Signature of parent/care giver: _____ Date: ___/___/___

Full name of student: _____

Signature of student: _____ Date: ___/___/___

Parent to sign on behalf of Foundation – Year 3 students