

# *St Francis School*

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## **Acceptable Users Policy**

**GOSPEL VALUE:** Peace

### **RATIONALE:**

The Catholic faith, values and beliefs shall guide all users of the internet. Information and communication technology is available to all students and staff at St Francis School thus providing access to a wide range of information services. St Francis School offers its staff and students access to the Internet, allowing users to extend and to utilise their current information and research skills.

Appropriate and responsible use of the Internet needs to be stipulated so that all users at St Francis school are protected from illegal operations and are provided with clear and concise information about the consequences of misuse of the Internet.

All Internet users at St Francis School need to understand and know the consequences of misusing the Internet services. Appropriate and responsible use of the Internet will be shown at all times by staff and students, thus protecting them from illegal operations.

### **GUIDELINES**

- Access to Internet organised by Teacher.
- Computer screens at all times to be visible to the teacher, teacher aide and/or parent help.
- No access to chat or conversation networks and no free surfing.
- Deletion of Internet Browser history files will not be allowed. However random checks of individual files will be actioned. Only one browser application will be running at a time.
- Intentional inappropriate use of materials accessed from Internet by staff and students will result in serious misconduct and appropriate action taken by the Board of Trustees.
- Children will be guided and trained by their teachers in accessing appropriate materials via the Internet.
- All e-mails sent should be relevant to school matters only. No e-mails are guaranteed to be private as e-mail users have access to all mail. Messages relating to, or in support of illegal activities will be reported to the appropriate authorities.
- A Staff member will randomly check history of sites visited and investigate as required.

***The following are not permitted via the Internet service.***

- Sending or displaying offensive messages and pictures.
- Using obscene or inappropriate language.
- Damaging computers, computer systems or established on line networks.
- Violating copyright laws.
- Trespassing in others folders, work or files.
- Unauthorised subscriptions to electronic mailing lists unless permission has been granted by the Principal and details recorded and held in the office.

**CONCLUSION**

All St Francis School staff and students will be responsible and confident users of the Internet.

Date .....

Review Date .....

Chairperson .....

Principal .....