

Golden Bay High School

POLICY – INTRANET AND INTERNET USE

Rationale

The use of the internet for research and communication with experts and peers on educational matters opens up exciting possibilities for students and staff, and presents some serious challenges. The Internet is accessible to many people around the world and with this comes the availability of material which may not have an educational value in the school setting. Coupled with Internet access is the availability of Intranet (network) facilities for the publishing, distribution and management of data. This policy is to outline the management of Internet and Intranet access at Golden Bay High School.

Purpose

- Golden Bay High School has a duty to provide a safe emotional environment so must promote use in such a way to minimise the likelihood of students visiting sites that violate our community norms (pornography, subversion etc).
- The demand will outstrip the facility so some sort of prioritising of use will be essential.
- Information available is of varying reliability so students must be taught ways of verifying and/or judging this reliability.
- The equipment must be protected from damage in order to minimise down time.
- Net etiquette must be followed with all email and publications on the World Wide Web.

Guidelines

All students will:

- Undergo training before they are eligible to complete an 'Intranet and Internet Agreement Form'. Such training is integrated into Year 9 or 10 IT programmes. Prior to year 9, classroom teachers would provide any training needed and access to the internet would be closely supervised.
- Be required to sign an 'Acceptable Use Agreement' before accessing the Intranet or Internet, and understand the responsibility of using the Internet.

Parents will be informed about Intranet and Internet Use, and their signatures will be required on their student's 'Intranet and Internet Agreement Form'.

The school will respect the rights of parents and families who decide not to allow their children access to the Internet for personal or religious reasons.

All staff, teaching and non-teaching, and other adults using the Intranet or Internet at school:

- Are not permitted to access material through the internet which is offensive, dangerous, inappropriate at school or illegal.
- Are not permitted to send any e-mail messages which are offensive, dangerous inappropriate at school or illegal.
- Are required to acknowledge the conditions contained within this policy by signing a copy.
- Teachers may access student folders for marking purposes or where misuse is suspected

Management:

- A booking system will be used to allocate time on internet capable computers.
- Each person's folder is private from other users, although an administrator may open a file with a senior manager present if there is suspicion of inappropriate use.

Conclusion

Life is a series of choices and consequences. GBHS has chosen to make access to the Internet available to students for educational purposes.

Refer attached appendices.

Adopted by the Board of Trustees on: Monday 14 June 2004

Guidelines for Acceptable Use of the intranet and Internet at Golden Bay High School

Expectations of student behaviour extend to the use of computers and ICT in the school.

Student access to the e-learning environment and the Internet will depend on the responsible use of the technologies within the school. Parents or caregivers will be required to give permission for their children to use the e-learning resources in the school.

Acceptable use A teacher-known user name and a password will be used to give internet access plus access to the public directory.

The internet and intranet will be used to support the educational objectives of GBHS.

- Appropriate classroom 'topic'-type research
- Publishing work or research to the Web or intranet
- Communication using e-mail (Year 12 and 13 TIM programmes only)

Unacceptable use

- Using the Internet for purchases or registering for competitions not authorised by the school (The Netguide New Zealand Schools Web Challenge is authorised).
- Downloading or copying software, graphics, or files owned by others or which is in violation of copyright laws.
- Downloading and/or use of unauthorised freeware software programmes or executable files on school computers.
- Downloading of freeware MP3 video/sound files or graphics that are not subject-related.
- Joining or using chat rooms and using personal web mail accounts. (Hotmail)
- Plagiarism - in relation to individual student assessment activities ie copying all or part of another student's work and presenting it as your own (with or without their permission).
- Use of obscene, harassing or abusive language (including sexist and racist statements) will be considered inappropriate use.
- Damaging or deleting another student's work.
- Insults, harassment and demeaning attacks on others can result in police intervention.
- Accessing web sites containing adult material or any other unsavoury material, which may be deemed inappropriate.

Safety Rules

Access to the internet is a privilege, not a right. Access entails responsibility.

- Good manners and good taste are the rule on the Intranet or Internet as in any school environment.
- Respect the work of other students. Do not copy, move, delete or damage another person's saved files without their permission.
- Do not access, send or display obscene, offensive or vulgar messages or graphic images.
- Always use only your designated log in and password.
- Remember to observe copyright laws – if it is not yours, don't use it.
- Never reveal your own or another's full name, address or phone number.
- Be conscious of others who are waiting or who also need to use the E-learning resources.
- Always check with the teacher before sending or opening email attachments.
- The seeking or creation of websites or information on topics that violate social norms (eg bomb-making, pornography, violence for violence sake) will be considered inappropriate use.
- Inform the teacher if you come across a virus or security problem.

Consequence for misuse

The consequences for misuse, abuse, illegal use, or violation of set guidelines shall be dealt with according to the severity of misuse. Penalties may include:

1. Suspension of access to email and Internet resources.
2. Cancellation/withdrawal of email and Internet access. (Students who lend others their username and password will face the same action.)

Purposes of Online Publishing

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email), Intranet and the Internet. From time to time, we publish on the school's Intranet or Internet website (<http://www.gbh.school.nz>) material for educational purposes, to share the results of learning within the school community, and/or to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities.

There are three main reasons the school publishes student material online:

- to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
- to encourage the student to be part of and participate in the school community;
- to promote the school in the wider community.

GUIDELINE 1

The school will publish the material only on its own website (<http://www.gbh.school.nz>) or Intranet and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website, The Online Learning Centre – Te Kete Ipurangi (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

Privacy and online publishing

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website or the other websites mentioned. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

GUIDELINE 2

The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.

GUIDELINE 3

The school will identify students on the websites only by their first name. Students' surnames, home addresses, and telephone numbers will not be available on the websites or Intranet.

Copyright and online publishing

The school also wants to publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works.

The school has decided that it will not publish online any image of a student or work they have produced without the written permission of the student and the student's legal guardians.

GUIDELINE 4

The school will not publish a student's image or work without written authorisation from the student and the student's legal guardians. The school will immediately remove all material relating to a student from its website or Intranet if requested by a legal guardian of the student and, in any event, once the student leaves the school permanently.

School management of online publishing

The school will set the educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if the school holds the consent of the parent to publish the student's material online. The material chosen must also meet the standards required for the website on which it is to be published.

For example, if the student's schoolwork is to be published on the school website, it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).

If the material is to be published on another website, such as The Online Learning Centre – Te Kete Ipurangi, then it must meet the publishing standards of that website.

GUIDELINE 5

The school will not publish material online that may defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties. All the student material published online will be subject to an editing process, which will include the correction of spelling and grammatical errors.

Permission sought by the school

The permission the school seeks is:

- authorisation to publish the student's personal image or work online as required by the Privacy Act, and
- a licence to publish any copyright work of the student online.

Enquiries

The school welcomes any enquiry from parents or students about the operation of this policy. Should you wish to discuss your enquiries about students' privacy please make an appointment with your child's teacher and the principal.

GUIDELINE 6

The teacher should be prepared to answer any enquiries from parents or students about the operation of the school's policy for the online publication of student images and work. If the parent is not satisfied they should make an appointment with the principal and the teacher.

Disputes

The school has a procedure to resolve complaints or other disputes which can be found in the school's Procedures Manual.

Golden Bay High School Intranet and Internet Agreement Form

This form covers the statements made in the Internet Use Policy and "Guidelines for acceptable use of the Intranet and Internet at Golden Bay High School". These are attached and should be read and discussed before this agreement is signed by students and their parents/caregivers.

Intranet Access (Network):

By signing this form I agree to abide by the 'Guidelines for acceptable use' relating to Intranet access.

Name of student: _____ Username: _____

Signature: _____ Date: _____

Signature of caregiver: _____ Date: _____

Internet Access

Student: I understand and will abide by the requirements of the Internet Use Policy and Guidelines and accept that Internet access is for educational purposes only. I understand that if I do not meet these requirements, or misuse the Internet I may face disciplinary action(s). These may include taking away my email and internet permission so I no longer have access to the Internet or email.

Misuse can come in many forms, but is clearly the case if I seek, distribute or download material that contains pornography, information on how to participate in any form of illegal activity, or racist, sexist or offensive language, or any non-education-related recreational material. Letting another student use my username and password is also misuse as is using e-mail to harass or abuse another student.

I will not hold my teacher or GBHS responsible or legally liable for materials distributed to or acquired from the network.

I agree to report any misuse of the Internet to my teacher or the principal.

Student signature: _____ Date: _____

Caregiver/Parent/Guardian: As caregiver/parent/guardian of _____

I have read the Internet Use Policy and Guidelines and understand that the Internet Access at GBHS is for education use only. I also understand that it is impossible for GBHS to completely restrict access to controversial materials. I will not hold the teachers or GBHS responsible for, or legally liable for, materials distributed to or acquired from the Internet.

I have discussed the examples of misuse with my student, and accept responsibility for his/her use of the Internet at school.

I hereby give my permission to issue a username and password so my student may access the Internet.

Signature of caregiver: _____ Date: _____

Golden Bay High School
Permission Form for the Online Publication of
Student Images and Work

Dear Parents/Caregivers

Please read through the following permission form and return it to the school once you have made your decision.

I _____ [*name of the parent/legal guardian*] have read and understand Golden Bay High School's policy on the Internet or Intranet publication of student images and student work and the safety guidelines contained in the Intranet and Internet Use Policy.

As the parent or legal guardian of _____
(Child's FULL name), I authorise Golden Bay High School to publish:

1. Images of the student on the Internet or Intranet.
2. Any work that he or she may create at school, in strict compliance with the school's policy for online publication and the associated guidelines.

Please delete number 1 if you wish to authorise only the second one of these.

I agree that this consent shall continue until I withdraw my consent by notice to the school or until the student ceases to be enrolled in the school, whichever happens first. Such consent will also relate to student work samples or produced visual images that may be exhibited or displayed in galleries, theatres, or other specifically designated display areas.

I confirm that I have the necessary authority to give this permission.

Signature of parent or legal guardian

Signature of student

Date: _____

Date: _____