St John's Lutheran School Kingaroy

Use of the Internet: Guidelines and Procedures

The internet is a vital tool for teaching and learning, providing access to valuable resources and experiences that were not easily accessible in the past. Unfortunately, it also allows access to dangerous ideas. It is our role to teach students how to apply critical thinking and common sense to their use of this powerful technology to enhance their learning in a safe and responsible manner.

The following conditions apply to use of the internet:

1. All employees and students who access the internet via the School's internet facilities must do so only for the purposes of legitimate school-related business or study. The school's internet facilities should not be used for private business or entertainment.
2. Students and staff must sign the school's Computer Usage Agreement at the start of each academic year, or at the commencement of their employment.
3. Sites which carry information contrary to the aims and ethos of the School must be avoided. The school will explicitly teach safe search techniques, and model responsible digital citizenship.
4. Except when explicitly teaching or assessing research skills, staff should provide direct links to specific content to ensure that students will be viewing suitable and relevant information in classroom situations.
5. E-Mail
   - E-mail facilities are provided for the conduct of school-related business. All students are provided with a Google e-mail account through Google Suite.
   - Only school-based e-mail accounts may be accessed by students when using school devices.
   - Any e-mails from unknown sources, and their attachments, should not be opened. Special care should be taken when opening **any** attachments.
   - All e-mails addressed by students to accounts outside of the school's domain need to be viewed and approved by a staff member prior to sending.

RESPONSIBLE USE OF SCHOOL ICT RESOURCES

As part of your child's learning, St John's Lutheran School provides supervised access to Information and Communication Technologies (ICT). ICT includes the use of computers and printers, the school network, the internet, email, digital/video cameras, and any other electronic communication devices and technologies.

These technologies are used within the school for research, for communicating with other people, for publishing students' work, and for learning basic skills. Our school is committed to the pursuit of excellence in learning and teaching through the integration of ICTs into its educational programs.

While staff will ensure that high-quality online materials are available and promoted, it is possible that your child may encounter inappropriate material while using these resources. The school strives to minimise this risk by providing appropriate supervision, explicitly teaching all student about these risks, and encouraging our whole school community to always behave responsibly online, thereby becoming positive digital citizens.

- All students from Years 4-9 must sign the school ICT Acceptable Usage Agreement. This outlines the rules and responsibilities for using ICTs at school.
- Unless otherwise advised, we will assume your child has your permission to use the computer and internet resources available at this school.
- All student work may be stored in the cloud, and selected examples of work, as well as photographs of students involved in school activities - the 'Parent Consent for Pupils' form requests your consent for this purpose - may be published to the internet in order to share good practice, celebrate success, and inform the learning community about our activities. Your child may also be involved in online activities such as quizzes, surveys and collaborative activities.