Intranet/Internet & Email User Policies

Mother of God School (MOGS) provides computer facilities which allow students and staff to access and use a variety of software, hardware and information resources, including the Internet, the school Intranet and electronic mail (email). These facilities are provided to enhance the learning and teaching aspects of the MOGS community.

Definitions

Internet This is a global network of computers which enables people to communicate electronically and gather and share information. With few exceptions, information presented on the Internet is not subject to any security and therefore can be accessed by people in all parts of the world.

Intranet This is a network of computers with limited access, usually within one business, organisation, school, etc. MOGS has its own Intranet which can only be accessed by registered users within our community. At MOGS, the Intranet is used to access email, to celebrate students’ achievements, to display work, as a means of communication and to keep the MOGS community informed of school events.

At MOGS, computers located in each classroom, the library and staffroom/office area have access to both the Internet and Intranet. In all cases, access is to be supervised by teachers.

MOGS believes that it is appropriate that clear guidelines are defined and adhered to in regard to all access to these networks. It is expected that students will take full responsibility for their use of this technology.

Conditions and Rules for Use

MOGS reserves the right to review any material which has been accessed and/or saved, whilst recognising the privacy of individual user accounts.

All users are expected to follow the generally-accepted rules of network usage, including but not restricted to:

1. The “Student Account and Code of Conduct Agreement”, signed by each student on an annual basis
2. Being polite and not swearing nor using inappropriate language online
3. Using the network in a way that does not interfere or disrupt the use of the network by others
4. The expectation that all communication and information is considered to be private
5. The expectation that email messages should be proof-read to eliminate mistakes before sending
Specifically, students are not permitted to:
- Provide personal information about themselves or anyone else (e.g. full name, personal address, phone number, email address, etc)
- Attempt to gain unauthorized access to restricted areas or other users' accounts or personal files, including email
- Use last names on Internet sites or in email messages
- Tell anyone your own or anyone else’s password

**Inappropriate Material**

If information is found which students, teachers or other people feel is inappropriate, unsuitable or offensive in any way, it should be reported to the supervising teacher and reported immediately to the Principal. It is each person’s responsibility to ensure that the offending material is not shared, printed, copied or saved. All users are advised that a filter is in use at MOGS which screens all incoming and outgoing electronic mail and media. If inappropriate usage is detected, all rights will be removed immediately until the matter can be investigated to the satisfaction of the Principal.

In the event that the conditions and rules of use are broken, privileges and access to the network will be suspended for an agreed period of time.

Policy Reviewed on January 21 2013
Student Account Agreement – Parent/Guardian Section

I have read the Mother of God School Intranet/Internet & Email User Policies. By signing this agreement, I acknowledge and agree to the following:

I hereby release MOGS, staff and any institutions with which it is linked from any and all claims and damages of any nature arising from my child’s use of, or inability to use, the MOGS system, including but not limited to claims that may arise from the unauthorized use of the system to purchase products of services.

I will discuss with my child the restrictions that are imposed in regard to accessing certain types of material on the Internet. This will include those suggested in the MOGS Intranet/Internet & Email User Policies, as well as any other guidelines I believe to be appropriate.

I will explain to my child the need to follow these rules as a matter of personal safety.

Please tick the boxes below, as appropriate, sign the form and return to your grade teacher.

- I give permission for MOGS to issue an internet account for my child and certify that the information contained in this form is correct.
- I have read the terms and conditions in regard to the use of Internet, Intranet and email at MOGS and have discussed this with my child.
- I allow the following items concerning my child to be published on the school Intranet as deemed appropriate the school: (NB: MOGS Intranet is a secure site with restricted access – this is not an Internet site (see definitions on page 1)

  | Photographs | Yes | No |
  | First name  | Yes | No |
  | Work samples| Yes | No |
  | Video footage| Yes | No |

Child’s Name: ___________________________________________ Grade: _____________

Parent/Guardian’s: ______________________________________ Signature: ___________

Date: ______________
Internet and Email access at Mother of God School

Student Agreement

Mother of God School (MOGS) provides you with excellent computer facilities and some wonderful programs for you to use at school. The Internet is another way of using the computer but we have special rules to make sure it is a safe and enjoyable experience.

I agree to follow these rules:

- If I see anything rude, naughty or something that frightens me when I am using the Internet I will click the back button and tell the teacher straight away.
- Just as I know not to talk to strangers in the street on my own, I will never type in my name while using the Internet before asking the teacher if this is safe to do so.
- I will never tell (or type in) where I live or my phone number when I am using email or the Internet.
- I will never tell (or type in) where anyone else I know lives or give out their telephone number when I am using email or the Internet.
- I will not use email facilities or send emails without teacher permission.
- I will not use read other people’s files or emails without their permission.
- If I do not follow these rules I will not be allowed to use the Internet again until my teacher and I have talked about what is appropriate.

Name: ____________________________  (Please print)
Signed: ____________________________  Grade: ______________
Date: ____________________________

Non return of this signed document excludes the use of the internet and grade email facilities. This agreement is valid for only one school year.
Internet and Email access at school - Family Agreement

Our school has a home page that provides information to our own community and the wider community. This web site celebrates student’s work and shares some of the activities that student have been involved in. Our home page will contain a mixture of student’s work including writings, drawings about a range of school activities such as classroom activities, sporting events, excursions or camps.

We acknowledge that parents have differing concerns about privacy and safety and in respect of these differences, we ask you to indicate the level of involvement you are happy with on the permission statements below.

I do / do not consent to my child having their photograph published on the school web site. (Photographs will not be published with names.)

I do / do not consent to my child having work (both written and artwork) published on the school web site.

I do / do not consent to my child corresponding with others, using electronic mail (email) or electronic messaging through the school’s internet access under teacher supervision.

When students use email at our school it will be part of a supervised program. Activities that involve email may include student writing to student in other schools. The class may be involved in a collaborative project with another education organization or school where they have to email their research results to project leaders. In addition, students who leave our school and move interstate or overseas may be able to keep in touch through email. Students might also be required to email organisations to request information about a topic they are studying. It is not appropriate for student to be emailing people without first consulting with their teacher.

Parent/Guardian’s: ___________________________  Signature: __________

Date: ______________________

NB: Student work published on web pages can be accessed by a worldwide audience.