



*Seeking Knowledge, Living Our Faith*

# E-Learning Safety at Our Lady of the Assumption School

## **E Learning at Our Lady of the Assumption School**

“Information and communication technology (ICT) has a major impact on the world in which young people live... Schools should explore not only how ICT can supplement traditional ways of teaching but also how it can open up new and different ways of learning.”

*Pg 36 The New Zealand Curriculum*

We believe that E-learning (that is, learning that is supported by or facilitated by ICT) offers children a wealth of exciting possibilities that will enhance their learning.

We are fully committed to the online safety of your child and therefore have compiled this booklet for your use at home. Please take the time to go through the appropriate parts of this resource with your child.

### **Requirements**

Please fill out the last page of this booklet and return to school office as soon as possible.

### **Contents:**

- Internet Safety Policy
- Website and Web 2.0 Tools Policy
- Student Internet and ICT use Agreement (to be signed by child and parents and returned to school)
- Resources that you can access to help you reinforce online safety at home

<b>INTERNET SAFETY POLICY</b>  <b>B.O.T. APPROVED</b>	<b>CUR 015</b> <b>ISSUE NO. 6</b> <b>DATE:</b> <b>20.10.09</b> <b>PAGE: 1 OF 3</b>
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**1.0 RATIONALE:**

To promote and ensure the welfare and safety of children and staff when using the Internet.

**2.0 PURPOSE:**

**Our Lady of the Assumption School** will utilize the Internet in an appropriate and effective manner to develop information literacy skills and to enhance student and staff learning.

To provide Internet access, so all students and staff can:

- 2.1 Become effective and safe users of the Internet.
- 2.2 Extend their awareness and knowledge of the Internet.
- 2.3 Become motivated, responsible, independent users of the Internet.

**3.0 GENERAL POLICY ON INTERNET USE:**

- 3.1 Use of the Internet facilities at this school is strictly for educational purposes. This includes relevant personal use and use for professional development of staff.
- 3.2 An historic audit will be made at regular intervals

**4.0 GUIDELINES:  
STAFF USE OF THE INTERNET**

- 4.1 Training for staff who wish to use these facilities is available through the teachers responsible for Information Communication Technology programmes within the school. This training is **essential** for the safety and protection of staff, students, and equipment.
- 4.2 All Internet use will be teacher directed.
- 4.3 All staff members must sign a copy of the School's Staff Internet Use Agreement before using the Internet. This document will be signed annually. This documentation will be kept on file by the school.
- 4.4 In consultation with the Teachers in charge of I.C.T. staff can request website links be placed on the school website to provide quick access to particular sites.
- 4.5 Any inappropriate incident is to be reported immediately to the principal and recorded in an incident register. (Date/Site/Time and signature of person making the report.)

## INTERNET SAFETY POLICY

**CUR 015  
ISSUE NO. 6  
DATE:20.10.09  
PAGE: 2 OF 3**

### **STUDENT USE OF THE INTERNET:**

Student can be any young person whether or not a student of the school. For example a teacher's child can use the Internet facilities only after signing the Student Internet Use Agreement and under supervision approved by the teacher in charge.

- 4.6 All students must sign the School's Internet Use Agreement AND have the signed permission of a parent/caregiver before using the Internet at school. A register will be kept on Schoolmaster.
- 4.7 An adult must be in the room when a student uses the Internet and the screen will not be hidden at any time; ie: a student cannot be sent to use the Internet unsupervised. This also applies to any special use before or after school use.
- 4.8 Students can use the Internet only during class time unless given special permission, in which case a teacher must supervise.
- 4.9 Facebook, bebo, msn or any other similar social networking sites are not to be used at any time. Sites that the teacher deems have an educational use such as You tube may be used with teacher supervision.

Any use of the Internet other than that specified here, by staff or student's family, or use after hours must be with the agreement of the Teachers in charge of I.C.T. and under supervision approved by the teacher.

### **SAFETY ISSUES**

- 4.10 Filtering software will be deployed on terminals, which access the Internet.
- 4.11 The Internet Safety Policy will be clearly displayed on the walls by the computer of the rooms, which access the Internet.
- 4.12 The Internet Safety Policy will be provided for all staff.
- 4.13 The staff will continue to refine methods of improving safety on the Internet.
- 4.14 The school community will be informed of our policy annually.

### **EMAIL**

- 4.15 All staff are provided with emails accounts and are expected to use these in a professional manner.

<b>INTERNET SAFETY POLICY</b>	<b>CUR 015</b>
<b>B.O.T. APPROVED</b>	<b>ISSUE NO. 6</b>
	<b>DATE:</b>
	<b>20.10.09</b>
	<b>PAGE: 3 OF 3</b>

4.16 Staff are encouraged to check emails regularly and all incoming mail should be appropriately filed or deleted.

4.17 Student's emails will be checked and approved by staff before being sent.

#### **USE OF SERVICE**

4.18 Where there is a dispute over the appropriateness of sites, the final decision will rest with the principal and the ICT committee.

4.19 All copyright, privacy and International laws are to be abided by at all times

#### **5.0 CONCLUSION**

All staff and children are given access to I.C.T. and Internet facilities. Use of the Internet facilities at Our Lady of Assumption School is strictly for educational purposes. This includes personal use and use for professional development of the staff.

This policy is to be read in conjunction with the following appendices:-

Appendix I Staff / Student Internet Access & Appropriate Use, Issue 6, 20.10.09.

Appendix II Staff Internet-use Agreement, Issue 6, 20.10.09

APPENDIX III – Student Internet and ICT Use Agreement Issue 6 20.10.2009

PUP 008 - Website and Web 2.0 Tools Issue 5

#### **6.0 REVIEW STATUS**

<b>ISSUE:</b>	<b>DATE:</b>	<b>REASON:</b>
1	12.9.2000	Original
2	14.08.2001	Review & Amended
3	11.06.2002	Amended
4	13.08.2002	Amended
4	08.04.2002	Review No Changes
4	14.04.2005	Review No Changes
4	14.11.2006	Review No Changes
5	14.04.2008	Review No Changes
6	20.10.09	Amended

<b>INTERNET SAFETY POLICY APPENDIX I – STAFF / STUDENT INTERNET ACCESS &amp; APPRIPIATE USE</b>	<b>CUR 015 ISSUE NO: 6 20.10.2009</b>
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- All staff are expected to sign the Staff Internet Use Agreement when they sign their contract at the beginning of their employment and then annually at the beginning of each year.
- Staff will be provided with access to the Internet Safety and Website and Web 2.0 Tools Policy annually.
- Internet Safety Policy and Website and Web 2.0 Tools policies will be made available on the Our Lady of the Assumption School website.
- Families will be issued with an information booklet about publishing work and photos online and internet safety and will be informed that the policies will be available on the website.
- Children will be expected to sign the Internet use agreement annually. This will be kept on a register in the SMS.
- Parents will be asked annually to give permission for children's work, photos, video clips to be published online. This will be kept on a register on the SMS.
- Parents will be asked annually to give permission for children to interact using Web 2.0 Tools eg classroom blogs, wikis etc. This will be kept on a register on the SMS.
- Parents may remove these permissions at any time by contacting the office.
- Separate permission will be sought from staff and / or parents for any photos that may be used for promotional purposes.

**INTERNET SAFETY POLICY  
APPENDIX III – STUDENT INTERNET AND ICT USE  
AGREEMENT**

**CUR 015  
ISSUE NO: 6  
20.10.2009  
PG 1 OF 2**

**STUDENT INTERNET AND ICT USE AGREEMENT  
GUIDELINES FOR ACCEPTABLE USE OF ICT**

**I agree:**

To use school computers only for school work and only with the teacher's permission.

To only use the student area and save work in my class folder.

To keep food and drink away from the computers.

I will only print with the teacher's permission.

I will only use school provided software and hardware in school.

I will not to copy, download or install any files or software.

I will never use unpleasant words in my writing and file names.

I will tell an adult right away if I find anything upsetting on the computer.

I will contribute to the writing of Internet safety rules and agree to them before publishing work on the class blog, wiki or website.

I will never put my own or someone else's personal information online, this includes their full name.

I will always show my work to an adult and they will publish it for me.  
I will only use the class email supervised.

I will not access personal email or social networking sites at school.

<b>WEBSITE AND WEB 2.0 TOOLS POLICY</b>	<b>No. PUP 008 ISSUE NO. 5 DATE: 20.20.09 PAGE 2 OF 2</b>
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- 4.4 The school will obtain written authorization from the student's parents / legal guardians at the time of enrolment and again at the commencement of each academic year for their child's work, photos or video clips to be or not to be published online. A master list will be collated in on the SMS and distributed to teachers.
- 4.5 Work published for the website must meet standards that have an educational basis and fulfill the requirements of the charter of the school.
- 4.6 Work will be placed on the sites by staff members trained in maintaining the sites. Senior students when supervised by a trained staff member may place work on the sites.
- 4.7 Published material will be updated as required.

## **5.0 CONCLUSION**

The Our Lady of the Assumption Website can be utilised by all staff for educational purposes and to promote the school. The safety of the students is paramount when placing any material online and every step will be taken to ensure that we comply with the Policy and the Privacy Act 1993, when publishing on line.

This policy is to be read in conjunction with CUR 015 Internet Safety Policy.

## ONLINE SAFETY RESOURCES FOR PARENTS

The Internet offers your child a wealth of education and learning opportunities, entertainment, and exciting ways to connect to friends and family. Many children are now beginning their exploration of this exciting online world at a very young age. If children can learn about risks online, and how to manage those risks, at the same time as they start to use the technology, we can help them grow into confident and responsible citizens of our online community.

***(Hector's World Handout for parents)***

Parents have an important role in digital citizenship education, as do grandparents, older siblings and caregivers. You will find a few suggestions on these websites:

[www.hectorsworld.com](http://www.hectorsworld.com)

- an interactive site with lots of activities that you can work through with your children to help them understand about online safety

[www.netsafe.org.nz](http://www.netsafe.org.nz)

- a site set up for schools to use to ensure cyber safety policies in place – some resources useful for parents

[www.wisekids.org.uk/internetsavvy\\_en.htm](http://www.wisekids.org.uk/internetsavvy_en.htm)

- a short presentation about internet etiquette

**INTERNET SAFETY POLICY  
APPENDIX III – STUDENT INTERNET**

**CUR 015  
ISSUE NO: 6  
20.10.2009  
PG 2 OF 2**

**Parent / Carer Consent:**

I have read and understand the school guidelines / Policies for responsible ICT Use, and as the parent or legal guardian I grant permission for \_\_\_\_\_ to use the Internet, e-mail and other ICT facilities (e.g. blogs, wikis) for learning experiences and publishing work during their attendance at Our Lady of the Assumption School. I understand that the school will take reasonable precautions to ensure that pupils cannot access inappropriate materials.

Parent / Carers signature: .....

Date: .....

I DO / DO NOT WISH for any photographs / video clips of my son / daughter to be on the school website or class blog.

Parent / Carers signature: .....

Date: .....

**Student consent ( Year 3 – 8 only)  
INTERNET / ICT USE PERMISSION FORM STUDENTS**

I have read, or had read to me, the school guidelines for responsible ICT use, and agree to follow them. I will use the Internet, e-mail and other ICT facilities at school in a safe and responsible way, treat the equipment with respect and observe all restrictions explained to me by the school.

Student's signature: .....

Date: .....