

TALBOT PRIMARY SCHOOL INTERNET POLICY

Policy:

Internet facilities within Department of Education schools are to be used for Departmental business purposes and in a manner which conforms with the *Code of Conduct for the Victorian Public Sector*, April 1995.

Any misuse of Internet privileges may result in the revoking of any right to use the service and may lead to other disciplinary action.

Rationale:

The use of Internet resources at Department of Education schools is a privilege, and, like any other privilege, carries with it responsibilities.

The Internet is by far the largest and highest profile network providing public information services. There are many local, national and international Internet sites which provide information relevant to the Department of Education's core business. Education Network Australia (EdNA) has established a national website directory of education and training information and resources with links to many other national and international sites. Many schools have already established web sites.

It is essential that use of this valuable resource be controlled to:

- maximise the benefit to the Department of Education
- manage the risks associated with its use, and
- ensure that it is used in an appropriate manner.

The process by which the Department of Education seeks to manage staff use of the Internet is through the adoption of this Acceptable Use Policy.

Responsibility:

- It is the responsibility of principals to ensure their staff are aware of this policy and to provide each of them with a copy. It is the responsibility of individuals to abide by this policy

Guidelines:

- Internet facilities are not to be used in any illegal manner, such as contravening copyright, defamation, censorship or criminal laws.
- Internet facilities are not to be used to achieve unauthorised access to systems, software or data.
- Only material relating to Department of Education's business is to be issued via the Internet. The transmission of material must be in accordance with the authorisation, release and distribution mechanism approved for that material.
- The Internet must not be used to conduct a private business or to carry out research into non-work related topics.
- The Internet must not be used to send harassing, obscene or other threatening messages, nor may they contain content that may be considered offensive or disruptive. This includes sexually oriented messages or images and sexual harassment material. See *Rights and responsibilities under the Victorian Equal Opportunity Act 1995: Training for principals, staff and school councils*, Department of Education and Victorian Equal Opportunity Commission, 1996.
- On-line conferences or discussion groups must be relevant and used for business purposes or professional development activities. Such interaction requires that Internet etiquette should be observed along with current societal standards for respect and fairness.
- Where information obtained via the Internet is to be relied on by the Department of Education, appropriate steps must be taken to verify the integrity of the material.
- Large downloads should be minimised to ensure the Internet performance of other users is not adversely affected.
- All data, programs and files which have been downloaded from the Internet must be run through a virus scan program before being launched or opened. Material must not be downloaded from games sites, hobby sites or illicit sites. These sites are not relevant to the Department of Education's business and provide the greatest risk of importing viruses.
- Subscribing to list servers (LISTSERVS) and mailing lists must be for business purposes or professional development reasons only.
- Schools should develop an Acceptable Use Policy which contains clear policies and guidelines for student use of the Internet.

Reference:

Refer to the E-mail Acceptable Use Policy for guidance on the use of e-mail services on the Internet.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council in....

2015

Principal's signature: _____

School Council President's signature: _____

Date: _____