DEVICE AND INTERNET

POLICY

Love to Learn, Learn to Love

Channel
CHRISTIAN SCHOOL

Introduction

This policy covers the general use of computers and the use of the Internet at Channel Christian School.

General Computer Use

1. Access

All students have access to computing devices. Year 3 - 6 have access to a laptop computer each, students below Year 3 generally share a set of devices (iPads, desktop and laptop computers) within their classroom. Computers are also available in our Library. Students may use these computers for learning activities both during class times and during other specified hours. The computing devices and their usage are under the control of the class teachers. Inappropriate use may lead to a student losing access to their computing device. Food and drink must be kept completely clear of computers at all times.

2. Passwords and Security

Passwords are required to access the computing device. Students must not share their password or use another users' password.

3. Stewardship

To avoid wastage students should only print when necessary. Students should take care to manage their data storage and ensure they are only storing necessary files. Printing, usage and time online are all monitored.

4. Privacy

Accessing or storing of material belonging to others without their consent is inappropriate and may be illegal. This includes the taking and storing of photos or video. The school reserves the right to view any files or communications at any time on any device. Failure to comply with the above may result in files being deleted and access being restricted.

5. Installing Software and Applications

Software installed on computers and other devices must be appropriately licenced. Students are not allowed to install software on school owned devices without the express permission of the IT Manager via their classroom teacher.

6. Data Backup

Students should make their own back-ups of important data files. Channel will not be responsible for any consequences that students may suffer due to the accidental loss of data. At the TASC level, failure of data storage processes does not constitute a legitimate reason for extension or non-submission of folios and assessments.

7. Damage to computing devices

Students or families of students will be expected to cover the repair or replacement costs of any device they damage or that gets damaged whilst in the students care. Devices remain in their care until they are formally returned to the school. Warranty on the devices only covers failure of the equipment through normal use. All damage should be reported to the supervising teacher as soon as possible. Schools will contact parents / carers to inform them about any damage and any potential costs.

Internet Usage

1. The Internet

The Channel Internet connection is filtered by software that blocks most undesirable sites. However, access to undesirable sites is possible and prevention of access to undesirable sites cannot be guaranteed. Internet access including the content of emails, social media and searches is monitored for activity that is potentially harmful to our students. Channel has adopted the approach that students should be taught to use the Internet wisely, developing a sense of social responsibility and ethical standards. As a result, it is important that the following guidelines be adhered to for the good and wellbeing of all.

2. Appropriate Internet Use

- The Internet is to be accessed for research on specific school related tasks. Students should be able to clearly state the reason for accessing the Internet prior to doing so.
- Internet access is to be under the direct supervision of a staff member (e.g. classroom teacher or Librarian).
- All students will learn how to use e-mail. Offensive e-mails should be immediately reported to the class teacher. Students should not use offensive or use indecent language in e-mails or other communications. The school reserves the right to view e-mail and other messages or posts.
- Students should not disclose personal information such as their telephone number or home address via the Internet. Posting photos that identify where a student lives or goes to school is also not recommended.
- Playing games over the Internet is not allowed unless the game has relevance to the Curriculum and a teacher has given approval.
- The downloading of video and sound files is not permitted unless authorised by a teacher for classroom purposes.
- Inappropriate sites (e.g. those containing material of an offensive nature such as pornography, other materials that are racist, sexist, anti-social or materials that deal with and encourage activities such as illegal drug use, bomb making, computer fraud or computer hacking) are not to be accessed and inappropriate files are not to be downloaded. If a student accidentally comes across an inappropriate site, then they should select the back button and inform the teacher of the error.

3. Copyright and Other Legal Issues

Almost all information found on the Internet (including text, sound, graphics and page layouts) is protected by copyright laws. It is allowable to copy and use a section of text, a picture or data provided that it is fully acknowledged by giving the reference.

4. Inappropriate Internet Use

Inappropriate Internet use or failure to follow the above guidelines may lead to the student losing their Internet access. The school has the ability to view a history of sites and services that have been visited by users.

Google For Education (G Suite)

Our School use the Google for Education suite of cloud-based software as an education tool. Staff and students use a "branded" Gmail account for email, cloud-based storage for saving documents as well as several other services. Google Suite services are categorised as listed below.

The G Suite for Education Core Services

Tools that your entire school can use, together

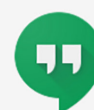| Classroom	Gmail	Drive	Calendar	Vault	Docs

Sheets	Forms	Slides	Sites	Hangouts

You can learn more about Google for Education and some of the additional services they offer edu.google.com/products/gsuite-for-education. If you have any questions or concerns about this please don't hesitate to contact the school office.

Google require parental permission for any student using their services.
Please sign and return the form below to the School

Device & Internet Usage And Google For Education Consent Form

Students who would like access to the Internet and devices at Channel must complete this form and return it to **admin@channel.tas.edu.au** or print and return the form to the school office.

The agreement shall remain in effect as long as the student is enrolled at Channel or until it is replaced by a newer agreement or is terminated by either party by notification in writing.

Parent/Carer Consent

☐ I give permission for my child to receive access to the Internet at Channel and access to a supplied device (depending on Year). I have read the school's Device and Internet Usage Policy. I understand that, although the school has taken reasonable precautions to ensure that inappropriate materialis not accessed through the Internet, it is not possible to eliminate the possibility of exposure to such materials. I also understand that we are liable for any costs associated with repairing or replacing the supplied device whilst it is in my child's care.

☐ I give permission for my child to have access to the Google Suite of software including the additional services, from the beginning of Year 3, until they graduate.

Parent/Carer Name: _____

Date: _____

Student User Agreement

I realise that use of the Internet is a privilege and that inappropriate use will result in termination of my access. I understand that teachers will decide what is inappropriate and that their decisions will be final. I understand that I must take good care of the device that I am allocated, and I am responsible for its care and condition and I may have to fully fund the repair or replacement of any damage or loss.

Student's Name: _____

Date: _____

Class: _____

☐ I agree to abide by the Channel Device and Internet Usage Policy