**RICHMOND SCHOOL POLICY STATEMENT**

**Internet Safety**  **H7**

**RATIONALE:**

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

**PURPOSE:**

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

* Become effective and safe users of the Internet.
* Extend their awareness and knowledge of the Internet.
* Become motivated, responsible, independent users of the Internet.

**GENERAL POLICY ON INTERNET USE AT SCHOOL:**

Use of the internet facilities at this school is strictly for educational purposes. This includes personal use and use for professional development of staff.

**STAFF USE OF THE INTERNET:**

* Training for staff members who wish to use these facilities will be planned for and is essential for the safety and protection of staff, students and equipment.
* Students will need to be directed to sites on the internet by staff rather than surfing.
* All staff members must sign a copy of this School Internet Policy or a Staff school devices and internet use Agreement before using the internet themselves, indicating they are aware of the details of this Policy. This documentation will be kept on file by the school.
* Staff can have individual internet e-mail accounts.
* Relieving teachers should be made aware of the school's Internet Guidelines.

**STUDENT USE OF THE INTERNET:**

* All students must sign the Student school devices and internet use Agreement AND have the signed permission of a parent/caregiver before using the internet at school. These documents must be kept on file at the School Office.
* Staff control access to the internet through classroom school devices.
* Children are able to access ‘Minecraft Education’ unmonitored by staff since it isn’t through internet browsers (rather it is a downloaded program on devices).
* Access to the internet through ICT devices in the library is controlled by the class teacher or the Librarian.

**SAFETY ISSUES:**

* The school will continue to refine methods of improving safety on the internet.
* Random checks of each ICT devices internet 'history' and 'cache' will be carried out from time to time by the network administrator to ensure inappropriate sites are not being visited.
* The use of the internet is filtered by N4L (The Ministry of Education’s Network for Learning).

**CONCLUSION:**

Safe use of modern Information and Communications Technologies is an important aspect of learning for the children at our school. As well as learning how to effectively use this equipment for educational and personal purposes, we want all students to become aware of the risks and keep themselves and others safe.

**Related Documents:**

* Staff school devices and internet use Agreement Form.
* Student school device and internet use Agreement Form.
* Online publication of student images work and names.

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**Paul Suisted**

**Board Presiding Member**

**Date of Review: 17th May 2023**

**Next review date: Term 2 2027**



## **Richmond School**

14 Cambridge Street, Richmond, Nelson, New Zealand

Phone: 03 544 8959 Email : principal@richmondprimary.school.nz

**POLICY for the ONLINE PUBLICATION of STUDENT IMAGES, WORK and NAMES**

**Purposes of online publishing**

The school uses a range of learning technologies to enhance student learning. These include electronic mail (email) and the internet. From time to time, we publish on the school's Internet website *(www.richmondprimary.school.nz*) material for educational purposes, to share the results of learning within the school community, and to promote the school within the wider community. This may include examples of students' schoolwork and images of students and groups of students in activities at the school. Images of students may include scanned, digital, or video images of them taking part in school or class activities. There are three main reasons the school publishes student material online:

* to educate the student in accordance with the national curriculum, including on the role and use of technology in society;
* to encourage the student to be part of and participate in the school community;
* to promote the school in the wider community.

The school will publish the material only on its own website (www.richmondprimary.school.nz) and classroom Blogs (own class websites attached to our school website), and New Zealand based websites endorsed by the Ministry of Education, such as the Ministry of Education's website Te Kete Ipurangi - The Online Learning Centre (www.tki.org.nz). The school may also recommend that student work, or the whole school website, be available through Te Kete Ipurangi.

**Privacy and online publishing**

Parents and students should be aware that the school cannot control who has access to the information published on its Internet website. In recognition of this, the school takes steps to safeguard the privacy of the students and to comply with the Privacy Act 1993.

The school acknowledges that it cannot control who accesses the websites on which students' images or material is published or the copying, by visitors to these websites, of images of the students and their work.

The school will identify students on the websites only by their first name and year at school or age. Students' surnames, home addresses, and telephone numbers will not be available on the websites.

**Copyright and online publishing**

The school also wantsto publish original material that students create at school, including artwork, such as drawings and paintings, as well as stories, poems, and other literary work. Original material created by students attracts protection under the Copyright Act 1994. The students own the copyright in their own artistic and literary works. The school will not publish the works on the Internet without authorisation from the students (verbal or written).

The school will immediately remove all material relating to a student from its website if requested by a legal guardian of the student and, in any event, once the student leaves the school permanently.

**School management of online publishing**

The school will have an educational purpose for publishing students' work online. A student's image and schoolwork may be chosen for online publication if it meets this purpose and if the school holds the consent of the parent to publish the student's material online. The material chosen must also meet the standards required for the website on which it is to be published.

For example, if the student's schoolwork is to be published on the school website, it must not: defame anyone, be objectionable from a human rights point of view, be obscene, or infringe the copyright of third parties (for example, the work must not contain substantial portions of another person's copyright material without permission).

Permission sought by the school

The permission the school seeks is:

* authorisation to publish the student's personal image or work online as required by the

Privacy Act, and

* a licence to publish any copyright work of the student online.

**Enquiries**

The school welcomes any enquiry from parents or students about the operation of this policy.

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**PARENT PERMISSION**

**FOR THE ON-LINE PUBLICATION OF A PRIMARY STUDENT'S IMAGE AND WORK**

I, ........................................................ [name of the parent/legal guardian] have read and understand Richmond School's policy on the Internet publication of Student images and student work and the guidelines contained in the policy.

Asthe parent or legal guardian of …………………………..…………………………………[Full name of student], I authorise Richmond School to publish images of the Student on the Internet, aswell as any work that he or she may create at school, in strict compliance with the school's policy for the online publication of student images and student work and the associated guidelines. I agree that this consent shall continue until I withdraw my consent by notice to the school or until the Student ceases to be enrolled in the school, whichever happens first.

I do not give permission.

(✓)

I confirm that I have the necessary authority to give this permission.

.......................................................................................................

Signature of parent or legal guardian

Date: ………………………………………

**STUDENT SCHOOL DEVICES AND** **INTERNET USE AGREEMENT**

**I understand that:**

1. The computer programmes at school are to help me with my learning.
2. The school will show me how to use the Internet safely.
3. I will only get information from the lnternet that my teacher has approved.
4. I will only copy, store or print information that is approved by my teacher.
5. I will only send messages by email that my teacher has approved.
6. I will only use the lnternet or email at school, when my teacher is supervising me.
7. I will be careful with equipment and furniture.
8. I will only use software that my teacher provides.
9. I will not give information on the lnternet - about myself or anyone else, (e.g., name, address, phone number or photograph).
10. I will not change the set up of any school computer e.g. screen saver, classroom files, passwords etc.

**Student**

I have read and understand this agreement. I know the importance of school rules when using computers and the lnternet. (It has been explained to him/her in a less complicated way. He/she knows not to touch it without permission).

I know that if I break these rules I might lose the right to use a school computer.

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Room ­­­\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parents/Caregivers**

I have read this Agreement and understand that my child is responsible for using school equipment and the Internet as outlined here. I have gone through the Agreement with my child and explained its importance, and that there may be consequences for breaking the Agreement. I understand while the school will do its best to restrict student access to offensive, dangerous, inappropriate or illegal material on the lnternet or through email, it is the responsibility of my child to have no involvement in such material.

I give I do not give permission for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to be given access at school to global information systems such as the lnternet or e-mail.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STAFF SCHOOL DEVICES AND** **INTERNET USE AGREEMENT**

**I understand that:**

1. The computer programmes at school are to help my class (if I am a teacher) with their learning and to help me with my class programmes.
2. The school will show me how to use the lnternet safely.
3. I will only get information from the lnternet that is of an acceptable nature.
4. I will only copy, store or print information that is of an acceptable nature.
5. I will only send messages by email that are of an acceptable nature.

1. I will be careful with equipment and furniture.
2. I will not give information on the lnternet - about myself or anyone else (e.g. address, phone number, photograph or pupil’s surname).
3. I will not change the administer’s set up of any school computer.
4. I will supervise my students’ use of the classroom computers.
5. I will be vigilant about ‘outsider’ comments on our classroom blog and I will check these on a regular basis.

***NOTE: Support Staff – please cross out what is not relevant to you.***

**Staff Member**

I have read and understand this agreement. I know the importance of school rules when using computers and the lnternet.

I know that if I break these rules I might lose the right to use a school computer.

I do not give permission for my name to be on the school’s website and classroom blog.

(✓)

I do not give permission for my name to be on the school’s website and classroom blog.

(✓)

Name (printed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_