



## Internet and Email Use Student Code of Conduct

Caversham Valley Primary School has clear expectations and boundaries in place to ensure that Internet and Email is only used by children to enhance their learning and support staff in the development of Information Literacy skills with classes.

### Appropriate use

- The Internet is only to be used by staff and children for curriculum purposes, independent research, and the transfer of information relevant to the achievement of schools goals and planning.
- The use of the Internet is to be legal and ethical.
- Access to networks and computers/devices provided by CVPS is to be fair and equitable.

### Child use

CVPS staff recognise that when children use the internet for any purpose, they may inadvertently access sites or information that are inappropriate. The school has processes in place to minimise the chance of this occurring.

The following summarises the conditions of use by children while at school:

- All parents and children are required to a use agreement form before accessing any devices or the internet.
- Children may only use devices and access the internet after approval from the appropriate staff member.
- Before students are directed onto a site for class research the teacher would, where possible, have visited the site previously to deem its suitability.
- Children are to immediately inform a staff member if they access a site that they feel is inappropriate.
- Internet usage is monitored by the school.
- Children are not to print unless they have approval from the appropriate staff member.
- Parent consent is required for all use of media and child photos in published articles. This generic approval is part of the enrolment forms and process.



## Internet Student Code of Conduct Year 3 – Year 6 Children

### Student Agreement

I understand that Caversham Valley Primary School has rules and expectations for the correct use of devices, the internet and email, to help keep all children safe when they are online for their school work. I agree to follow these rules and expectations when using school devices, the Internet and email.

I will:

- ✓ Only access websites that are relevant to the information I need for school work.
- ✓ Minimise the window and tell my teacher immediately if I see anything on a website that is unpleasant or makes me feel uncomfortable.
- ✓ Not use email, or any other communication site, without the permission of my teacher.
- ✓ Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way and will tell my teacher immediately.
- ✓ Not give out personal information such as my surname, address, telephone number, and parents' work address/telephone number.
- ✓ Never send my picture without my teacher's approval.
- ✓ Always have my teacher's approval before sending any email.
- ✓ Only use material from websites if I have permission. If I am unsure I will check with my teacher.
- ✓ Not use the Internet or email to frighten, annoy, tease or bully another person.
- ✓ Follow school guidelines and procedures when preparing materials for publication on the Internet.
- ✓ Not access the Internet or email sites unless an adult is present.

I agree to follow all the above rules and expectations and understand that if I break them, I may not be allowed to use school devices on the school network.

Child's Signature: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Date: \_\_\_\_\_

### Parent/Guardian agreement

I understand that if I do not sign this agreement with my child, they will not be able to access the school's devices and system.

I agree to \_\_\_\_\_ (child's name) using the Internet, email and school devices at school for educational purposes in accordance with the agreement above.

Parent/Guardian name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_