

# INTERNET, MEDIA & PUBLICATION

Masterton Intermediate School uses a variety of technologies to enhance student learning. These include electronic mail, telephones, computers, the Internet and in-school radio. As well as receiving images and content via these media, the school publishes examples of students' work and images of students or groups of students participating in school activities. We want to ensure our children are safe, provide them with good knowledge, skills and opportunities and to provide teachers and parents with guidelines and information.

## **To ensure appropriate access and usage, the following guidelines have been established**

1. The school will publish via the internet only on sites approved by the Board via the Senior Management. The school will retain control of all material published. The school may contribute digital/video content to other Board approved agencies.
2. The school publishes material like this for five main purposes:
  - To educate the student in accordance with the National Curriculum
  - To encourage the student to be part of, and participate in the school community
  - To involve the wider school community in activities within the school
  - To promote good things from the school in the wider community.
  - To promote the idea of personal and corporate voice.
3. The school will identify students on website and radio only by their first name and year at school. Students' family names, home addresses and telephone numbers will be kept confidential.
4. The school will not publish a student's image or work without written authorisation from the student's legal guardians. The school will immediately remove all material relating to a student from its publications if requested by the legal guardian.
5. The school will not publish any material that may defame anyone, be objectionable from a human rights point of view, be obscene or infringe the copyright of third parties. All published student material will be edited to correct errors prior to publication.
6. Before students use the internet they must attend a 'Keeping Ourselves Safe on the Internet' session with either their class teacher or the resource teacher of ICT.
  - A teacher must be in the room whenever a student uses the internet.
  - Students cannot use the internet without teacher permission and an approved reason for use.
  - Students may not access chat except for very specific educational purposes, with the very close participation of a teacher. e.g. iChat Av with other schools/students
7. Students will be taught specific steps for dealing with any unwanted material inadvertently discovered on the internet.
  - The internet safety policy will be clearly displayed on the wall of the ICT Centre along with the Internet Safety Kit poster which clearly outlines the severe penalties for illegal use of the internet.
  - The school will continue to refine methods of improving safety on the internet.
8. The school has a privacy officer who is available to answer questions relating to all the issues above. The school's privacy officer is the school Principal.
9. In case of a concern, complaint or dispute, please contact the school Principal.

# KEEPING OURSELVES SAFE ON THE INTERNET

## COMPUTER AND INTERNET USE AGREEMENT

### I UNDERSTAND THAT:

- The only purpose for the school computers is to support classroom learning and teaching
- The school will do its best to ensure I only have access to appropriate material.
- I know that I am only permitted to access or download through the Internet what is related to classroom learning
- If I use e-mail, at school, I am not permitted to send any messages which are offensive, dangerous, inappropriate or illegal.
- I may use the Internet or e-mail at school only with the permission of a teacher.
- Any email addresses created or access to Masterton Intermediate online accounts are to be used only for the intended learning purposes and only for the duration of my time at Masterton Intermediate.

### I UNDERSTAND HOW IMPORTANT IT IS TO:

1. **Take care of Information Technology resources, such as computers and the Internet.**
  - be careful with equipment and furniture
  - respect copyright on software that does not allow copying
  - use only school software on school computers.
2. **Be considerate of other users**
  - share available equipment
  - be careful not to waste printers and paper
3. **Be responsible for privacy and security**
  - I will not give anyone on the Internet information about myself or anyone else – this includes address, phone number, photographs or credit card information
  - I will not pass on any usernames or passwords for online accounts owned by Masterton Intermediate
  - I will tell the teacher if I come across a virus message or other inappropriate material

### Students To Complete

- I have read this agreement and know the importance of the school rules for the use of computers and the Internet.
- I know that if I break these rules there will be consequences agreed to by the Principal and Caregiver

Students Full Name

*Please sign and return to school*

### Permission of Legal Guardian (Legal Guardian to Complete)

I \_\_\_\_\_ ( Name of Parent / Legal Guardian ) have read and understand Masterton Intermediate School's policy on internet, media and publication.

As the parent or legal guardian of \_\_\_\_\_ ( Name of student ), I authorise the following activities at Masterton Intermediate School.

Student use of the internet at school, in accordance with the stated policy

Publication of student work and images on BOT approved websites on the internet

Publication of student work and images on BOT approved TV / Radio media

I know that if I break these rules there will be consequences agreed to by the Principal and Caregiver

Signed \_\_\_\_\_ (Signature of parent or legal guardian)

Date \_\_\_\_\_