

**POLICY: INTERNET SAFETY AND ACCEPTABLE USE**

**Rationale**

Rotorua Lakes High School is committed to NAG 5 “to provide a safe physical and emotional environment for students”. The Internet is provided to facilitate delivery of curriculum. Students and staff are encouraged to make safe use of this educational ‘tool’.

**Purpose**

1. To ensure the Internet facilities at Rotorua Lakes High School are used for educational purposes.
2. To provide guidelines for dealing with misuse.
3. To operate an Internet safety policy that conforms to the principles of NAG 5.
4. To ensure all staff and students can become effective and safe users of the Internet
5. To up-skill staff through research processes and procurement of information via the World Wide Web.

**Guidelines**

**1. E-mail**

- Is provided for students to make contact with others in the interest of education.
- All mail will make use of customary greetings and salutations
- Messages should be downloaded or deleted as soon as possible
- Information sent via e-mail shall be constructive, informative or inquiring in the interest of both the sender and receiver.
- Spelling and grammar will be checked and approved by monitors or staff before sending email. Staff should monitor for appropriateness of content.

**2. Use of Service**

- No profanity, obscenities, or any other language that could be construed as such is to be use in any email.
- **No private** information is to be distributed to other persons of groups at any time. This includes reposting of information sent by another person. This includes names, phone numbers and addresses.
- The network is not to be used for non-educational use
- Deliberate attempts to gain access to any sites containing material of pornographic, racially or religiously offensive, illegal, or offensive material will be dealt with as a **serious breach of school rules**.
- Down loading of material must be scanned for viruses at all times. Any deliberate attempt to spread viruses through the network will be dealt with by the management of the school.
- Any “hacking” will be dealt with by the school management and will be viewed as a serious breach the school rules.
- Chat facilities are not to be used for personal use. Educational use of chat facilities may be teacher directed.

- All copyright, privacy and international laws are to be abided by at all times.

**3. *Accounts***

- At no time are students to place orders for goods or services over the internet using the school name, Title or funds.
- e-mail accounts are set up for the intended user only.

**4. *Liability***

- The school is not, and cannot be held responsible for the loss of material, accidental corruption or any other action that might affect transmission or loss of data.

The school has taken all possible precautions to maintain safety of all users and these guidelines are written and enforced in the interest of all users' safety and effective use of the Internet.

REVIEW: This policy will be reviewed according to the Board of Trustees' triennial Programme of self review (MAY 2019)

DATE CONFIRMED: 24 MAY 2016

**APPENDIX - INTERNET PROTOCOL**

*STUDENTS*

On enrolling at Rotorua Lakes High School the students are required to sign a statement acknowledging that they have read and understood the internet safety and acceptable use policy; and will abide by it.

*SAFETY ISSUES*

A filtering programme will be used to maintain safe use of the Internet.

The Internet Safety Policy will be clearly displayed on the wall of all Computer Rooms (with the Poster from the Internet Safety kit) which clearly outlines the severity of penalties for inappropriate use of the Internet.

The school will continue to refine methods of improving safety on the Internet

**PROTOCOL FOR RESPONSES TO INCIDENTS OF MISUSE/INAPPROPRIATE CONTENT**

These steps are to be followed when a student/staff member has been found accessing, possessing or distributing objectionable material as defined by the Films, Videos and Publications Act, 1993.

**INAPPROPRIATE MATERIAL:**

- Accidental Access  
The student must inform the teacher immediately and there is to be no further site access
- Deliberate Access  
Teacher to remove student from www access  
Referred via HOD to Senior Management  
Parents informed  
Possible removal from class/denial of access
- Misuse of Facility (eg. Hacking of software or files)  
Referred to HOD to Senior Management if concern about the seriousness of the incident  
Misuse may also include downloading of large files, and/or inappropriate messages (communications).

Positive use of the computer as a tool for learning should be reinforced

Printed matter is confiscated immediately. Immediate audit of relevant computers.

Materials and facts discussed with HOD

HOD talks with students/staff concerned, in accordance with procedures when investigating possible misconduct. They may be invited to discuss the situation and the consequences with the Principal and the HOD. Parents are informed.