Acceptable Internet Use Policy

The aim of this Acceptable Internet Use Policy ("AIUP") is to ensure that students will benefit from learning opportunities offered by the School's Internet resources in a safe and effective manner. Internet use and access is considered a School resource and privilege. Therefore, if the School's AIUP is not strictly adhered to, this privilege may be withdrawn and appropriate sanctions – as outlined in this AIUP – may be imposed.

It is envisaged that School and parents representatives will revise the AIUP annually, or earlier, if necessary. Before signing, the AIUP should be read carefully to ensure that the conditions of use are accepted and understood.

This version of the AIUP was created on June 12, 2012 by Mrs. Sonia About in consultation with the Leadership Team and Upper Elementary School Coordinator.

School's Strategy

We acknowledge that the use of the Internet is an integral part of 21st century life and helps in the development of many attributes and skills that are valued by higher education institutions as well as by employers. However, we all recognize that with advances in IT come a range of new challenges, including the moral and physical safety of students and the teaching and monitoring of the appropriate use of technology. Therefore, the School employs a number of strategies in order to maximise learning opportunities and reduce risks associated with Internet exposure. These strategies are as follows:

General

- Internet sessions will always be supervised by a teacher or by a responsible adult.
- Filtering software and/or equivalent systems are in place in order to minimise the risk of exposure to inappropriate materials.
- The School will regularly monitor students' Internet usage.
- Students and teachers will be provided with training in the area of Internet safety.
- Uploading and downloading of non-approved software will not be permitted.
- Virus protection software is used and updated on a regular basis.
- The use of personal floppy disks, memory sticks, CD-ROMs, or other digital storage media in School requires a teacher's permission.
- Students will treat others (including fellow students, teachers, teacher assistants and School staff) with respect at all times and will not undertake any online actions that may (i) cause emotional distress to a fellow student or School staff and/or (ii) bring the School into disrepute. This is applicable whether the student is using the School's internet resources or personal devices, in School or outside of School premises.
- School staff will not communicate with a student online unless (i) this communication takes place using the student's parents' email address or (ii) if using the student's email address, one parent or guardian is copied in the email communication.

World Wide Web

- Students will not intentionally visit Internet sites that contain obscene, illegal, hateful or otherwise objectionable materials.
- Students will report accidental accessing of inappropriate materials immediately to the teacher or adult in charge, in accordance with School procedures.
- Students will use the Internet for educational purposes only.
- Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement).
- Students will never disclose or publicise personal information.
- Downloading materials or images not relevant to their studies, is in direct breach of the School's AIUP.
- Students will be aware that any usage, including distributing or receiving information, School-related or personal, may be monitored for unusual activity, security and/or network management reasons.

Email and Internet Chat

- Students may use approved class email accounts only under supervision by or permission from a teacher.
- Students will not send or receive any material that is illegal, obscene, and defamatory or that is intended to annoy or intimidate another person.
- Students will not reveal their own or other people's personal details, such as addresses or telephone numbers or pictures.
- Students will never arrange a face-to-face meeting with someone they only know through emails, chat rooms, or equivalents.
- Students will note that sending and receiving email attachments is subject to permission from their teacher.
- Students in general will not have access to chat rooms, discussion forums, messaging or other electronic communication forum unless specifically authorized by a teacher and related to a specific learning goal.
- Chat rooms, discussion forums and other electronic communication forums will only be used for educational purposes and will always be supervised by a teacher.
- If applicable, usernames will be used to avoid disclosure of identity.
- Elementary School Students will not have a personal Facebook account or a personal account in any other social network.
- The School expects all of its students to continue abiding by the AIUP when accessing the Internet outside of School premises.

School Website

- Students may be given the opportunity to publish projects, artwork or school work on the World Wide Web. Any such postings will need to be approved by the teacher in charge in accordance with clear policies and approval processes regarding the content that can be loaded to the School's website. The publication of student work will be coordinated by a teacher.
- The School's website will be regularly checked to ensure that there is no content that compromises the safety of students or staff.
- Website using facilities such as guest books, notice boards or weblogs will be checked frequently to ensure that they do not contain personal details.

- Students' work will appear in an educational context on Web pages with a copyright notice prohibiting the copying of such work without express written permission.
- The School will endeavour to use digital photographs, audio or video clips focusing on group activities. Content focusing on individual students will not be published on the School website without parental permission. Video clips may be password protected.
- Personal student information including home address and contact details will be omitted from School web pages.
- The School's website will avoid publishing the first name and last name of individuals in a photograph.
- The School will ensure that the image files are appropriately named and will not use students' names in image file names or ALT tags if published on the web.
- Students will continue to own the copyright on any work published.

Personal Devices

Students will not use their Internet connected personal devices during School hours. This includes, but is not limited to, mobile phones, ipads, ipods, itouch and computers. Leaving a mobile phone turned on or using it during School hours, sending nuisance text messages or the unauthorized taking of images with a mobile phone camera, still or moving, is in direct breach of the School's AIUP and will be subject to the sanctions provided herein.

Support Structures

The School will inform students and parents of key support structures and organisations that deal with illegal material or harmful use of the Internet.

Sanctions

Misuse of the Internet or personal devices, as outlined in this AIUP, may result in disciplinary action, including written warnings, confiscation of personal devices temporarily or permanently, withdrawal of Internet access privileges and, in extreme cases, suspension or expulsion. The School also reserves the right to report any illegal activities to the appropriate authorities.