



**RAVENSWOOD SCHOOL FOR GIRLS POLICIES
AND PROCEDURES**

Policy No:

SSE.17

Policy Group: Safe and Secure Environment
Policy Subject: Student Internet Acceptable Use Policy

Contact Officer	Director of Technology
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Purpose	The Internet is available to all students for educational research and learning. All students access the Internet via the school's servers and infrastructure which is the property of Ravenswood School and therefore should be considered public.
Overview	Students are responsible for limiting their use of the Internet at school to completing research and projects forming part of their education. The school uses Internet filter and management software to reduce access to unacceptable sites. However, it is impossible for the school to block all unacceptable websites and/or web content. Ultimately it is the responsibility of each girl to use the Internet ethically and to follow the school guidelines when using the Internet.
Scope	This policy applies to all Ravenswood students.
The Policy	<p>In keeping with our Guiding Principles for acceptable behaviour, we are concerned that use of the Internet,</p> <ul style="list-style-type: none"> ▪ is in line with the school's Guiding Principles ▪ is safe for everyone ▪ is considerate of everyone who might be affected in its use ▪ reflects well on the student, her family and her school. <p>At Ravenswood, acceptable Internet usage is defined as:</p> <ul style="list-style-type: none"> ▪ research for class work and for study in support of and consistent with the educational objectives and values of the school ▪ abiding by the 'Email Protocol for Students' policy ▪ set learning activities organised by Ravenswood staff ▪ abiding by copyright procedures when using content from electronic sources. <p>This Policy is signed by all girls and their parents in Years 3-12 upon enrolment.</p> <p>By signing, each student agrees to ensure her own safety by:</p> <ul style="list-style-type: none"> ▪ never agreeing to meet someone online without first checking with both a teacher and a parent or guardian, and getting explicit permission from them ▪ not revealing any personal details when using any internet website

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- not accessing non-school based webmail, chat or any social networking sites unless instructed by a teacher as part of a class-based activity
- not using a proxy bypass site to avoid being blocked by the school's internet filtering system
- not interfering with network security, another users' files or attempt to log into the network with a user name or password of another person
- not revealing her password to anyone except a teacher or the ICT support staff.

to ensure that her use is considerate:

- not deliberately entering or staying on any site that has inappropriate language or offensive content (e.g. racist material or violent images)
- not downloading programs or accessing or altering any files belonging to other members of the Ravenswood community
- ensuring that all internet usage is for educational purposes only and is as efficient as possible
- ensuring all email communication abides by the 'Email Protocol for Students' policy
- not interfering with network security, the data of another user or attempt to log into the network with a username or password of another person.
- Will not use any form of chat, social networking or messaging, web-based or otherwise unless instructed by a teacher.

to ensure that her usage reflects well on herself, her family and her school by:

- taking care with use of information published on the internet or gained by other electronic data transmission as it may not be accurate or may misrepresent a person or situation
- not impersonating another person (entity) via social media or other digital / online medium
- not intentionally looking for anything that is illegal, dangerous or offensive
- removing any illegal, dangerous or offensive material from the screen immediately and quickly and quietly informing the supervising, or nearest adult
- not storing illegal or pirated files on school computers/servers. For example; music or games, etc
- not breaking copyright law by copying and/or distributing another's work and not using another person's work without correctly acknowledging them
- acknowledging that Ravenswood school servers are public and authorised staff at the school may monitor at any time student



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- activity on the Ravenswood school computer network, including the personal account
- ensuring that technology is used in a manner that is considerate of the environment.

Access to the Internet is a privilege not a right. If there is evidence that a student has broken the conditions of this acceptable use policy, her access to Ravenswood's Information and Communications Technology services will be suspended, and there is the possibility of loss of access for an extended period of time and further consequences.

Educational Use of the Internet

Every student is allowed sufficient access to the Internet for educational purposes. Each week, every girl will be allowed a predetermined limit of free downloads. This is more than enough for educational research and classroom Internet lessons. All students may find out how much is left in their "Internet quota" from the Internet Quota program on the student portal. If a student reaches her quota, she will need to request an extension. Students should ensure that they have sufficient Internet quota left in their account for class work and educational research.

Supersedes

Date Approved	15 September 2009
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Date for Next Review	September 2019
Related Policies, Procedures and Guidelines	1:1 BYOD Technology Procedural Guidelines; 1:1 Technology Procedural Guidelines; Email Protocol for Students 5-12.