

# LITTLE GROVE PRIMARY SCHOOL

## Internet Policy & Procedures

There are numerous resources outlining the use of the Internet in the Curriculum. These include the 'Internet in the Curriculum Learning Modules'; 'The Learning Technologies Planning Guide', the Education Dept Website ([www.det.wa.edu.au](http://www.det.wa.edu.au)) plus a multitude of other useful sites and commercial resources. The Internet has unparalleled potential to alter the way we deliver and engage in the curriculum.

The five main educational applications of the Internet are:

- communication through email.
- Information gathering
- Collaborative projects
- Publishing eg website production and editing
- Professional development and support.

The use of the Internet should be governed by the nature of the learning outcomes teachers are trying to achieve for their students. Filter programs can be used to limit access to undesirable material however they also can give a 'false sense of security' and lead to a less controlled use of this tool.

**THE CLOSE SUPERVISION OF THE USE OF THE INTERNET IS THE BEST STRATEGY TO ENSURE THE ACCESS IS RELEVANT AND APPROPRIATE.**

The following are the key practises that need to be observed in the use of the Internet.

- An 'Internet Access' information sheet should be sent home to parents and the Contract form completed and returned prior to students being granted permission to use the Internet. This form should be completed annually.
- Permission must be given by a teacher before they access the Internet.
- When the Internet is to be accessed from another classroom, library or prac space the student must have a completed 'Internet User Permit' signed and completed by their classroom teacher. This permit must be with the child while on the Internet
- They must have a clear, stated and appropriate purpose for using the Internet.
- When permission is granted then the student can only use the Internet for that purpose.

- The Internet shall only be used by students under the supervision of a teacher (That supervision will be close enough to be able to satisfy the teacher that only the stated purpose is being applied)
- Downloading off the Internet shall not be undertaken by students.
- Students may print or copy from the Internet, for educational purposes, provided copyright limitations are adhered to and the teacher has approved the printing.
- E-mails can only be sent with teacher approval for a specific educational purpose. As a rule if the text is not of a nature that would normally be used in a classroom then it is not appropriate to use on a school email.
- Referencing of information retrieved from the Internet should be attended to by stating in their work the address of the website.
- Open Searches should only be completed with the teacher directly guiding the student through a pathway to the desired information. Preferred practise is to have the pathway of links/sites already established for the student to follow or have the website address available.

The network administrator has the capacity to withdraw Internet access from any user or individual machine if the above conditions are not adhered to.

# LITTLE GROVE PRIMARY SCHOOL

## Internet Access

Dear Parents,

The internet is a valuable information source available to students at Little Grove Primary. The internet has great potential to aid children in their learning in all curriculum areas and is being used increasingly to do so.

The five main applications of the Internet in schools are:

- Electronic mail (email)
- Information gathering
- Collaborative projects
- Publishing
- Professional development

There are guidelines that the student must understand and agree to before they can be granted access to the internet. These are:

- Permission must be given by a teacher before they access the internet.
- When the internet is to be accessed from another classroom, library or prac space the student must have a completed 'Internet User Permit' signed and completed by their classroom teacher.
- They must have a clear, stated and appropriate purpose for using the internet
- When permission is granted then the student can only use the internet for that purpose
- The Internet shall only be used by students under the supervision of a teacher (That supervision will be close enough to be able to satisfy the teacher that only the stated purpose is being applied)
- Downloading off the Internet shall not be undertaken by students
- Students may print from the Internet, for educational purposes, provided copyright limitations are adhered to and the teacher has approved the printing.
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Students must understand and adhere to the above guidelines to access and maintain Internet access. We also require that parents sign the 'Internet Contract' in order to reinforce our position of safe and appropriate use.

Where breaches of the guidelines occur then parents will be informed and access will be denied or temporarily withdrawn for the student. Where necessary the access can be withdrawn for a whole class.

**LITTLE GROVE PRIMARY SCHOOL INTERNET CONTRACT**

I agree to adhere to the stated guidelines on the use of the Internet and email in school.  
I understand that permission may be withdrawn if I do not follow these guidelines.

Name (of student) \_\_\_\_\_ Year \_\_\_\_\_ Room \_\_\_\_\_

Signed \_\_\_\_\_

Name (parent /guardian) \_\_\_\_\_

Signed \_\_\_\_\_

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Signed \_\_\_\_\_

Name (parent /guardian) \_\_\_\_\_

Signed \_\_\_\_\_



LITTLE GROVE PRIMARY SCHOOL

**INTERNET USER PERMIT**

This form must be used when a student is using the Internet in a class/area other than their homeroom or where the supervising teacher is other than the classroom teacher.

NAME \_\_\_\_\_ YEAR \_\_\_\_\_

TEACHER \_\_\_\_\_ DATE \_\_\_\_\_

The student has permission to use the Internet for the purpose below

- Access the website \_\_\_\_\_
- Use E-mail related to \_\_\_\_\_
- Use a structured pathways of sites/links to gain information of the topic \_\_\_\_\_

**NOTE:** *An open search should only be carried out under close supervision of the classroom teacher.*

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