Haven of Peace Academy
2016-2017

Internet and School Network Acceptable Use Policy

Knowledge and understanding of computers and their application is an essential skill in today's society.Teaching Information and Communication Technology (ICT) at HOPAC serves to equip students with the proper skills to use technology appropriately and effectively. Aside from the fact that it is something that they will probably use most every day of their life in the future, students need to understand current technology so that they are prepared for future technologies as they develop. In an ever-changing technological world, students need to have a solid understanding of appropriate use of the tools available and be comfortable with new technologies as things change. As a fundamental skill required for many other classes, students learn practical uses for ICT while also being challenged with theory and creative uses.

From a biblical perspective, students need to understand moral and ethical use of technology. Because it is so easily abused (especially the internet), we need to teach correct usage while helping them understand why it is so important. Technology is yet another opportunity for students to practice good stewardship, but it is a skill that needs to be taught, not just assumed. In addition, ICT provides another tool to fulfill our Cultural Mandate, as we build society through the use and advancement of technology.

Policy for the Acceptable Use of the Internet and School Network
1. When using the internetor school network with any device, all users must comply with all copyright, libel, fraud, discrimination and obscenity laws, and all school staff are expected to communicate in a professional manner consistent with the Code of Conduct of Haven of Peace Academy
2. Students are responsible for their good behaviour on the school network, just as they are on and off school premises. While the use of information and communication technologies is a valued aspect of the curriculum at HOPAC, access remains a privilege and not a right. It is given to studentswho act in a considerate and responsible manner, and should be withdrawn if they fail to maintain acceptable standards of use.
3. Staff should ensure that students know and understand at an appropriate level that no internet or school network user is permitted to:
   - retrieve, send, copy or display offensive messages or pictures;
   - use obscene or racist language;
   - harass, insult or attack others;
   - damage computers, computer systems or computer networks;
   - violate copyright laws;
   - use another user's password;
   - trespass in another user's folders, work or files;
   - intentionally waste resources (such as on-line time and consumables);
   - use the network for unapproved commercial purposes.
4. While using the internet or school network at school, students should, where possible, be supervised. However, when appropriate, studentsmay pursue electronic research independent of staff supervision if they have been granted permission. In all cases, studentsshould be reminded of their responsibility to use these resources in line with the school policy on acceptable use.
5. Teachers should ensure that all studentsunderstand how they are to use the internet appropriately and why the rules exist.
6. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. While normal privacy is respected and protected by password controls, as with the internet itself, users must not expect files stored on the school's servers to be absolutely private.

Examples of Acceptable and Unacceptable Useof the Internet and the School Network
Online and School Network activities which are encouraged include, for example:
   - the use of email and computer conferencing for communication between colleagues,between student(s) and teacher(s), between student(s) and student(s), between schools andindustry;
   - use of the internet to investigate and research school subjects, cross-curricular themes and topics related to social and personal development;
   - use of the internet to investigate careers and further and higher education;
   - the development of students'competence in ICT skills and their general research skills.

Online and School Network activities which are not permitted include, for example:
- searching, viewing and/or retrieving materials that are not related to the aims of thecurriculum or future careers;
- copying, saving and/or redistributing copyright protected material, without approval;
- subscribing to any services or ordering any goods or services, unless specifically approved by the school;
- playing computer games or using other interactive 'chat' sites, unless specifically assigned by the teacher;
- accessing social networking sites;
- using the network in such a way that use of the network by other users is disrupted (for example: downloading large files during peak usage times; sending mass email messages; streaming music or video files);
- publishing, sharing or distributing any personal information about a user (such as: homeaddress; email address; phone number, etc.);
- any activity that violates a school rule.

These are not exhaustive lists.

Advice for Parents on Internet Use
1. While in school, teachers will guide students toward appropriate materials on the internet. HOPAC's internet is filtered and monitored for appropriate use.
2. Outside school, parents or guardians bear the same responsibility for such guidance as they would normally exercise with information sources such as television, telephones, movies, radio and other media.
3. Appropriate home use of the internet by children can be educationally beneficial, and can make a useful contribution to home and school work. It should, however, be supervised, and parents should be aware that they are responsible for their children's use of internet resources at home.
4. Suggestions for internet use at home:
   - Discuss with your children the rules for using the internet and decide together when, how long, and what comprises appropriate use.
   - Get to know the sites your children visit, and talk to them about what they are learning.
   - Ensure that you give your agreement before your children give outpersonal identifying information in any electronic communication on the internet, such as a picture, an address, a phone number, the school name, or financial information such as credit card or bank details. In this way you can protect your children (and yourselves) from unwanted or unacceptable overtures from strangers, from unplanned expenditure and from fraud.
   - Encourage your children not to respond to any unwelcome, unpleasant or abusive messages, and instruct your children to tell you if they receive any such messages or images.

Note:
The school recognizes the internet as a wonderful learning resource and that children can gain excellent skills and knowledge from its use, essential in today's world. We accept that under certain circumstances, the internet can give children access to undesirable material. We continue to monitor internet usage to ensure that all children are protected from such information, so that they may use the internet in a secure and safe environment.

If you have any questions about internet or school network use, please contact your child's principal.
The attached*Internet and School Network Use Permission Form* must be completed, signed, and returned to your child's classroom or homeroom teacher by **Friday, September 4, 2015**.
Please keep these first two pages for your reference.

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Internet and School Network Use Permission Form

Student Name _____   Grade _____

I have read and approve HOPAC's policy for internet and school network use. I give permission for my child to use the internet and the school network in line with this policy.

Signed: _____

Person with Parental Responsibility

I have discussed HOPAC's policy for internet and school network use with my parent or guardian. I understand the policy and will always keep to it when I use the internet or school network.

Signed: _____

Student

Date: _____