

Sunnybank Primary School

Student Internet Access

Guidelines

Student Internet Access Guidelines

Proper Use of the Internet

Internet access costs the school a lot of money, so it is important you use it correctly:

- 1. Stick to your school work.** Only use the Internet for doing activities a teacher sets you. **Do not use it for personal activity.**
- 2. Keep passwords secret.** Do not tell **anyone** your password. If they find out, tell us immediately so we can change it.
- 3. Don't download files without asking.** Don't download large files like music or programs. If you're not sure, ask us first.
- 4. Make every effort to observe copyright.** Information (text and pictures) on the Internet is 'owned' by someone. If you copy great amounts and claim it as your own, you are really 'stealing' this information.

Good Manners

When you publish on the Internet, other people can't see you. If you are not careful they might be offended by what you write, even though you didn't mean to be rude. Here are some important rules to follow:

- 1. Be polite.** When we talk to people, we use words like please, thankyou, sorry and so on. Use them in email as well to show you are well mannered. Don't send insulting messages - even if you are angry. Everything you send reflects on you and your school.
- 2. Don't SHOUT at people.** In email, using all capitals is considering SHOUTING! Just use capital letters the way you should in your handwriting.
- 3. Spelling, punctuation, grammar...** If you leave lots of mistakes in your writing, you are telling the person you are writing to that you don't care enough to send them a well-written message. Make the effort, even it you do it on paper before you get to the computer!
- 4. Include a subject...** It is considered rude to send a message without a subject in the Subject: line. This is so people know which messages are important when they collect their mail.

Unsafe material

We try our best to keep you safe from stuff you shouldn't see. Sometimes, though, you might come across something that is illegal, dangerous or offensive. If you do, there are three things you must do:

- 1. Clear it off the screen.** Click on the [Back] button, click on the **X** box or turn off the monitor. Do this right away!
- 2. Tell the teacher.** Do this quickly and quietly. We don't want other people to have to look at it.
- 3. If it upsets you, talk to us about it.** Please do not talk to other students. We don't want a big deal made about it, and they don't need to know. But if you are upset by what you saw, you should talk to your parents and your teacher.

Staying Safe

When you send stuff on the Internet, it is possible for other people to see it. These people are often strangers. There are some important things you should do to keep yourself and others safe:

- 1. Keep your personal details to yourself...** Don't give your full name, phone number or address to anyone. Even if you know them, someone else might see the information and use it to hurt you. Only ever use your first name.
- 2. Keep other people's personal details secret...** Don't give anyone else's details over the Internet. You have to keep other people safe too.

Preventing Viruses

Some files carry viruses that can damage our computers. There are three rules you must remember:

- 1. Don't get or use programs off the Internet...** Don't download or open any programs. If you aren't sure, don't download or open it. Don't use programs that run from websites.
- 2. Don't open attachments...** Don't open any file that comes with an email message. Ask your teacher to check it for you.
- 3. Don't run programs from home...** You aren't allowed to run any programs from home on school computers - ever! The only programs you can use are those that are listed in the START menus.

Documents used in the development of these guidelines were:

Waterford State School: Student Access Agreement

Department of Education Manual – CM – 11 – 1: Internet – Student Usage.