



TAUWHARE SCHOOL



Internet Safety Procedure

- Use of the internet and email by children is only under strict staff supervision.
- Staff are to keep all passwords and user names confidential to protect students from all except the class H: drive and the shared P: drive
- The use of the system by all staff and students to obtain profane, pornographic or obscene materials is forbidden.
- Computer Internet site history will be audited by the Principal on a termly basis. Students and staff are to be made aware of the following procedures should they inadvertently strike an inappropriate site:

Procedure for students

- Turn off monitor immediately
- Call for a staff member.

Procedures for Staff

- Turn off monitor
 - Find another staff member – preferably the principal as a witness
 - Hit the back button
 - Record any/all steps and sites as you back out
 - Record the time and date
 - Both staff members sign
- Tauwhare School will endeavour to protect staff and student from any misuses or abuses as a result of accessing the internet and electronic email. The school will not be held responsible for any problems that occur, including loss of data, accuracy or suitability of information found inappropriate or illegally used.
 - Learners will be given guidelines on and support with how to gather, select from and process information to support their learning in a monitored environment.
 - Signed permission from parents must be received by the School before any child has access to the school internet and is allowed to use the class email for sending and receiving class related emails
 - Signed permission from parents for photos and work to be placed on the school website and/or class wikis/blogs
 - Learners are required to take responsibility for their own appropriate behaviour when using the internet or electronic mail as they are representing the school.
 - Opportunities for professional development in the use of the internet as a teaching and learning resource will be provided.
 - Access is considered a privilege and must be treated as such.
 - Pupils editing and developing class wikispace sites will be issued individual passwords.