

Bishop Bavin School, St Georges

IT Policy



Section 1 - Students

Student Internet Access

1. All students will have access to Internet resources through the classroom workstations.
2. Students will have e-mail access only under direct teacher supervision, using student accounts.
3. Children are to be supervised at all times when accessing the Internet.

Unacceptable Uses

The following uses are considered unacceptable:

1. Personal Safety

Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, etc.

2. Illegal Activities

Students will not attempt to gain unauthorized access to any other computer system through or go beyond the school authorized access account. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

3. System Security

Students are not to download programs or files without seeking permission from the Domain Administrator or Teacher first.

4. Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.

1. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Students will not post information that could cause damage or a danger of disruption.
3. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, you must stop.

5. Plagiarism and Copyright Infringement

Teachers need to be aware of copyright laws with regards to information on the World Wide Web. Teachers must enforce these laws with regard to student material taken from the web.

Section 2 - Staff

Staff Internet Access

1. All staff will have access to Internet resources through the computer labs, classes, admin offices, high-tech centre and the staffroom.
2. Staff are requested to use a Hotmail (or other) account for personal correspondence. The school e-mail accounts are to be used for official correspondence so as not to clog the school email systems. Staff are to respect each-other's privacy with regards to e-mail as they would any other form of correspondence. Staff are to use their personal e-mail accounts when signing up for external services that are not bound to the school. Please note the use of an e-mail address as a unique identifier when applying for internet based services often leads to spam, please use your own personal e-mail address for these instances.

Unacceptable Uses

The following uses are considered unacceptable:

Illegal Activities

Staff will not attempt to gain unauthorized access to any other computer system through or go beyond the school authorized access account. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

System Security

Staff are to seek advice when download programs or files from the IT coordinator.

Inappropriate Language

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. When acting in an official capacity on behalf of the school, or using the school e-mail accounts, the following points are to be noted.

1. Staff will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Staff will not post information that could cause damage or a danger of disruption.
3. Staff will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Staff will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, you must stop.
5. Staff will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

- a. Staff will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b. Staff will not post private information about another person.

Plagiarism and Copyright Infringement

Staff needs to be aware of copyright laws with regards to information on the World Wide Web. The same precautions are to be taken with information from the World Wide Web as those of print. When in doubt, contact the webmaster of the site you seek information from.

Inappropriate Access to Material

You will not use the school computers to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research.

Due Process

The school will cooperate fully with national or international officials in any investigation related to any illegal activities conducted through the school system.

Working with Children

When working with children on the Internet, staff is to supervise children at all times. If children are observed to be accessing inappropriate materials, there are two courses of action.

1 - Where children deliberately access inappropriate material
Student is to be removed from computer and all computer privileges are suspended until further investigation. Subsequent offences will incur heavier penalties, to be decided by the school principal in conjunction with the IT Coordinator.

2 - Where children inadvertently access inappropriate material
The site is to be turned off immediately.

Staff are to encourage responsible access at all times.

Section 3 - School Web Site

The Bishop Bavin School, St Georges web site is located at <http://www.bishopbavin.co.za> . The software package used to edit and maintain the site is an award winning package named Drupal. Drupal is an open source Content Management Platform (CMP) used by large corporations. It is recommended that this package (or an update) continue to be used for ease of use and compatibility.

Update of Site

Ideally, the website should be updated at least twice per month. Once per month is a recommended minimum. Items to go on the website include children's best work, upcoming events, photos of events, prefect reports, cultural information and other items deemed to be newsworthy.

The Domain and Network Administrator (DNA) is responsible for the coordination of the updating of the site - staff is encouraged to contribute. Training is to be negotiated with the administration staff and the DNA.

Student Work

At the beginning of each year or enrolment during the year all parents and caregivers will be asked to give permission to use their child's work/photos on the school web site.

Before posting student work on the Internet, a check needs to be made to ensure that the child's caregivers have given permission for work to be displayed.

Section 4 - Internet Access Details

It is the duty of the DNA to assign new staff an email address and login according to the member's group allocation.

Section 5 – E-mail

Spam is a problem for all organizations. The use of 'Spam Assassin' curbs this problem, however not all spam is removed. The balance between total communication shutdown and the limitation of spam is a fine line. The use of 'Block Listing' is a further measure that will have been implemented. This method employs the use of databases of 'Spam Offenders' which is read and compared to incoming email, upon which the email is removed as spam. The system also adds offenders to the global list on the internet for the use by other parties.

The use of the domain bishopbavin is given to users by virtue of the association with the bishopbavin domain. The user is however not the owner of the e-mail address as supplied by Bishop Bavin School. The use of the e-mail is at the discretion of Bishop Bavin School.

Refers to sources used from the internet

<http://www.roebourne.wa.edu.au> (Roebourne Primary School - Internet Policy) and <http://schools.becta.org.uk> (Becta Schools United Kingdom)