FCPS Internet and Email Access Policy

Rationale:
It is expected that students learn how to locate, retrieve and exchange information using ICT. In delivering the curriculum, teachers need to plan for and make use of ICT, for example, web-based resources and e-mail. Access to life-long learning and employment increasingly requires computer and communications use and students need to develop ICT life skills in their use. Access to the internet is a necessary tool for staff and students. It is an expectation of students to show a responsible and mature approach towards its use.

The purpose of internet access in school is to raise educational standards, to support the professional work of staff and to enhance the school’s management information and business administration systems.

Goals:
To give the school community the opportunities to:
1. Access educational resources, local and global;
2. Participate in new initiatives such as a managed learning environment;
3. Gather information and provide opportunities for cultural exchanges between appropriate students in other school communities;
4. Participate in staff professional learning with experts across many fields;
5. Provide access to educational materials and exemplary curriculum practice;
6. Communicate with advisory and support services, professional associations and colleagues;
7. Exchange curriculum and administration data with the DET when required.

Implementation:
1. The Principal will delegate editorial responsibility of our school website to the ICT Manager to ensure that content is accurate and quality of presentation is maintained;
2. The website will comply with the DET guidelines;
3. Photographs of students should not be labeled in any way that may lead to identification.
4. Written permission from parents will be sought before photographs of students are published on the school website;
5. Parents will be informed that pupils will be provided with supervised internet access;
6. Parents will be asked to sign and return a permission form relating to the internet;
7. Rules for internet access will be posted near computer systems. The ‘Acceptable Internet Use Statement’ or ‘Rules for Responsible Internet Use’ could be printed as posters;
8. Responsibility for handling unacceptable or irresponsible incidents is the Principal;
9. Staff are expected to adhere to all DET policies and guidelines in relation to ICT technologies.
10. Parents’ attention will be drawn to the policy in newsletters, the school brochure and on the school website;

Evaluation and Review
This policy will be reviewed as part of the school’s four year review cycle.

Budget:
A program budget request is presented in term 4 of each year and is to be based on a program review for the previous budget period.

Author/Responsibility/Date
EPP/M. Coyle/2014