

Rationale

Computers and the Internet are important learning tools and students should be able to use these tools safely at the Deutsche Schule Melbourne. The school is aware of the risks associated with accessing these tools. However, the school encourages its students to use them as learning tools as the benefits of use outweigh the risks. Nevertheless, the school endeavours to take all necessary and reasonable steps to limit student's exposure to the risks.

Definitions

The school

Deutsche Schule Melbourne – A German International School

Computers

All computers and other data processing, collection and transmission equipment and instruments.

The Network

Any computer networks, global (Internet) or otherwise, accessed through the school's computers or through privately owned computers brought onto the school's premises.

The Delegate

A responsible person to whom the Head Teacher has delegated responsibility.

Principles

- The Internet is to be used as a teaching and learning strategy to encourage research, self-directed learning and collaboration and to share and obtain information in educationally valid tasks.

DSM Policy

Use of Computers and the Internet

- Students at the Deutsche Schule Melbourne will have access to Internet sites vetted for safety.
- Staff will be provided with ongoing professional development to ensure they understand relevant aspects of the Internet, safe use and ways of planning appropriate activities to enhance educational opportunities.
- The Head Teacher of the School is responsible for reviewing the policy and for dealing with any breaches of the policy.

Goals

- To provide students with increased opportunities to produce meaningful work for a variety of purposes.
- To provide staff with opportunities to improve their teaching and learning strategies through research, training and collaboration tasks via the internet.

Strategies

Student Safety and the Internet

- The school will offer guidance to its students on the appropriate uses of its computers and the network. The school's guidance in this regard will be tailored to the age groups of the respective users. The following strategies will be implemented to ensure inappropriate access to materials does not occur.
- Students will be taught a variety of related skills appropriate to their level, including evaluating and analysing information and how to be critical users of the Internet.
- Students will access information on the Internet via bookmarked sites that have been assessed by informed adults as being suitable to the task being undertaken.
- Use of the Internet will occur only under the supervision of a teacher.
- Use of the Internet will occur on a computer in plain view of the teacher.
- Students will seek permission before downloading information from an Internet site.

DSM Policy

Use of Computers and the Internet

Authorised use of computers and the network

- Staff of the School may gain access to the network only through an authorised account registered in their name and all use of the network must be linked to such an authorised account.
- The network should be used only for school purposes.
- The School may provide persons other than school staff and students with network access, if approved by the Chair of the Board.
- If an account holder knows or suspects his/her account has been used by another person, the account holder must immediately notify the Head Teacher, Chair of the Board or the Delegate.

Unauthorised use of computers and the network

- The school reserves the right to take any action it deems appropriate to prevent or remedy unauthorised use of the school's computers and the network or to discipline the particular user.
- The school also reserves the right to monitor the use of its computers and access to the network in order to ensure compliance with the policies of the school.
- Unauthorised use of the school's computers and the network includes but is not limited to the following:
 - sending, storing or displaying offensive messages or pictures
 - damaging the school's computers and systems
 - using other users' passwords
 - unauthorised use of the school's computers or the network for commercial purposes
 - using the network to disrupt its use by others
 - disrespect of others' privacy and intellectual property
 - breaches of copyright
- Failure to follow the policy may result in the suspension or loss of an access account, disciplinary action and, if necessary, a report to the relevant law enforcement authority.

Personal views and official representation

- The school supports the responsible exchange of intellectual opinion and debate that is fostered by use of the network. However, users must be aware that their contributions to correspondence and discussion may be construed to be representative of the school's position.
- Where the user is representing the views of the school, the communication must identify the individual and his/her position within the school. Where the view expressed is the "official" school

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Use of Computers and the Internet

view, the authorised source and author of that view should be identified.

- A user must not purport to express views on behalf of the school without official authorisation to do so, or to allow another person to reasonably misconstrue that a personal view represents the official position of the school. In circumstances where readers might reasonably conclude a personal view is representative of the school, the user must clearly state that the opinion expressed is that of the writer, and not necessarily that of the school, or words to that effect.

Compliance with the Law

- Users must not use the school's computers or the network in breach of a law. In addition to school penalties, there are legal sanctions for improper use of the network.
- Users must not use the school's network to harass, abuse or otherwise seek to offend or discriminate against others. Users must not defame any individual or organisation.

Copyright

- Users of the school's computers and the network must not use material stored on the school's computers or materials accessible from the network in a manner that breaches copyright.
- Staff and students will from time to time publish material on the network. Any editorial changes to such material should only be made with the express permission of the copyright owner.
- Staff or students who publish information relating to, and on behalf of, the School must obtain permission to do so from the appropriate authority. The authorised source and author of official school information must be identified in published material of that nature.

Electronic Mail

The school provides its staff with access to electronic mail. The broadcast of e-mail messages to large numbers of school accounts should occur only where the message is an official notification of the school or for the purposes of maintaining the effective operations of the electronic mail service.

Date

October 2007

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Guidelines for students

Using computers and the Internet

The Internet is a vast network that can link computers around the world. The Internet can also help us to communicate with other people and to access information that can sometimes help us with school work.

At the Deutsche Schule Melbourne, all access to the Internet is supervised by an adult, and is for educational purposes only. Students can only access Internet sites chosen by or known to teachers to ensure the sites are appropriate for the children.

Before any use of the Internet at school, students will be oriented to these guidelines by their teacher to ensure that they use the Internet safely and appropriately. Students will:

- only access information that is needed for their school work with the permission of a teacher.
- always follow the instructions of the teacher regarding the use of computers and the Internet.
- make sure that anything they write on the computer contains appropriate content.
- take great care when using computer equipment.
- be cooperative when using the computer and will make sure that everyone has a fair turn.
- only use first names on the Internet and email communications.
- not give out addresses or personal information about themselves or anyone else.
- agree to follow our school's computer rules.
- know that if they do not take care when using computers and the internet, they might not be able to use the computers.