

# HEWETT HOUSE – NAPIER GIRLS HIGH SCHOOL

## POLICY ON INTERNET SAFETY

### Policy Statement

To promote and ensure the welfare and safety of young people when using the Internet.

### Purpose

To provide Internet access, so all staff and students can:

- become effective and safe users of the Internet
- extend their awareness and knowledge of the Internet
- become motivated, responsible, independent users of the Internet

### Guidelines

- 1 The School will appoint an Internet Safety Officer who will ensure that issues of safety surrounding the use of the Internet are administered appropriately.
- 2 Use of the Internet facilities at this school is strictly for educational purposes. This includes personal use and use for professional development of staff.
- 3 A filtering software will be deployed on student terminals which access the Internet, but this does not guarantee that inappropriate material cannot be sited.
- 4 The Internet Safety Policy will be clearly displayed on the wall of the computer rooms, together with the poster from the Internet Safety kit which clearly outlines the severity of penalties for illegal use of the Internet.
- 5 The School will continue to refine methods of improving safety on the Internet.
- 6 Staff (all school personnel, both teaching and non teaching) use of the Internet:
  - Professional development for all staff using or wishing to use the Internet will be made available and is essential for the safety and protection of staff, students and equipment.
  - Students will need to be directed to sites on the Net, rather than surfing. It therefore follows that staff members must gain experience using the Internet before allowing students to use it.
  - All staff will be required to sign a copy of the Staff Internet Use Agreement, indicating that they are aware of the details of this Policy. The signed Agreement will be kept in each individual's personal file.
  - Staff may have individual Internet e-mail accounts.

7 Students (includes adult students, school students) use of the Internet:

- All students and their caregivers must sign the NGHS Student Computer & Internet Agreement before using the Internet at school. The Agreement is to be placed on the student's personal file, or, in the case of Community Education students, in a file kept by the tutor concerned.
- An appropriately trained staff member must be in the room whenever a student uses the Internet. This also applies to use before or after school hours.
- All students may have an e-mail account.
- All Internet use must be authorised and supervised by an appropriately trained staff member.