

# CHRISTCHURCH RUDOLF STEINER SCHOOL

## COLLEGE PRINCIPAL GROUP

### Management

#### NAG 5 Policy on **Health and Safety**

#### Procedure 5.6 **SAFE COMPUTER USE**

Appropriate use of internet and e-mail through computers by staff and eligible students is acceptable; staff are encouraged to use the school computers both for school and personal use.

#### **Guidelines**

1. Users should:
  - a. have no expectation of confidentiality in relation to their internet activity while using the school computers; however, users should respect the privacy of other users;
  - b. treat the equipment with appropriate care;
  - c. respect all copyright and license agreements;
  - d. ensure they do not use their internet access in any way that would be likely to bring the school into disrepute;
2. Violations of appropriate internet and e-mail use include, but are not limited to, knowingly accessing, downloading, uploading, saving, receiving or sending material that includes vulgar, sexist, racist, threatening, violent, defamatory content and/or sexually explicit content.
3. Gambling and illegal activities are not to be conducted by staff and students using school resources.
4. Attempting to bypass the school internet providers' internet blocking service by using anonymous or other means is unacceptable;
5. Infringements of these guidelines and procedures will be investigated on a case-by-case basis, taking into account all relevant circumstances.
6. Offenders under these guidelines and procedures will be given a warning; if found offending again they may face
  - a. in case of staff: summary dismissal, or some lesser sanction as the school determines;
  - b. in case of students: being stood down, or for more serious or repeated offending suspended;
  - c. offending staff and students will be offered counselling;
7. All staff and students will be required to sign an 'Internet and Computer use' agreement.
8. These guidelines and procedures apply with appropriate variations to the use of school owned laptops outside of school.

#### **Procedures**

1. Copies of all incoming and outgoing emails will be archived by the school for at least 12 months and may be reviewed by the school at its discretion;
2. Staff and students are aware that internet access (web and email) is subject to filtering to reduce abuse and spam and is logged to enable use to be traced;
3. Staff and students are not to log in under any user name but their own.
4. By signing the internet and computer use agreement as stipulated in this procedure staff and students agree to the terms and conditions of usage.

*Date approved: July 2006*

*Reviewed 6 April 2016*

*Responsibility for review: Management*

*Responsibility for administering this procedure: Management*

*Signed*

*Review date: April 2019*

