

## NAG 3—Personnel

### Internet Safety Policy

#### Rationale

Internet access is available to staff and students of Northern Health School for educational purposes.

**Note** *For the purposes of this policy “staff” includes Board of Trustees members, any tutors in Community Education and all non-teaching staff of NHS.*

#### Purpose

To provide effective and safe internet access to staff and students.

#### Guidelines

- a) Each employee is expected to act responsibly and ethically when using the internet.
- b) Internet facilities at Northern Health School are provided for educational purposes. For staff, this includes use for professional development as well as reasonable personal use within the guidelines of the Code of Ethics.
- c) Systems and software
  - Training for staff who wish to use internet facilities will be provided as part of professional development and is seen as essential for the safety and protection of staff, students and equipment.
  - All staff must sign a copy of the Staff Internet Use Agreement before using school resources. This indicates that they are aware of school policy and procedures. This agreement will be held on personal files.
  - Each staff member will be allocated individual internet email accounts.
- d) Student use of the internet:
  - All students must sign the *School Computer and Internet Use Agreement* before using the internet at school. These documents will be kept in the student’s file.
  - Written parent/care-giver permission is included in the school enrolment form and must be signed before students are able to use school resources to access email or the internet.
- e) The Internet Safety Policy will be clearly displayed at each Northern Health School unit.

Adopted	June 2018
Chairperson	
Review Date	June 2021