Let's Be Safe in Cyberspace!

Classroom use of the Internet
- Children are supervised by an adult at all times. Content-filtering software cannot replace live supervision but may be used in addition to it.
- Children are not allowed to provide any personal information about themselves or others unless specifically directed to do so by an adult.
- Children do not use instant messaging or other types of "online chat" without specific adult permission.
- Children are taught to leave immediately any sites that are offensive or otherwise inappropriate and to inform a teacher about the incident.

Classroom use of e-mail
- All incoming e-mail relating to classroom activities is relayed through a single mailbox that is accessed or supervised by an adult.
- Parents are informed if a student's project will result in having e-mail from an outside source sent to the student at home.

Content of web pages
- Photos of students are never accompanied by the child's name or any other identifying information. Use of only the first name or initials in writing about classroom activities is sometimes appropriate, but should be done with caution. Personal/contact information about students or their families is never put on the website without password protection.

Maintaining a virus-free environment
- Anti-virus software is present on every computer that is connected to the Internet and/or which may access files from external storage devices (eg. CDs, flash drives). Norton anti-virus protection is highly recommended, but this is an individual classroom decision.
- Anti-virus software is kept current by regularly scheduled or automatic updating of virus signatures.
- Parents are informed if their child brings a device from home that is detected as having a virus present. Parents are also warned if a virus is found on any classroom computer that may have been transmitted to students' homes.
- Parents are strongly encouraged to maintain current virus protection on their home computers.

☞ *Remember – when you share files with another person, you are sharing files with every person with whom that person has shared files.*