** WATTLEVIEW PRIMARY SCHOOL**

**ICT (INTERNET) POLICY**

**Rationale:**

The internet provides students and staff opportunities to access resources to support research and investigations. It offers opportunities for students to increase their skills and knowledge through communication and collaboration with people from all over the world.

It is crucial that all students are aware of the school’s expectations before using the internet and that everyone is sure they understand what they should and shouldn’t be doing online.

Behaving safely means:-

* Protecting their own privacy and personal information
* Selecting appropriate spaces to work and contribute
* Protecting the privacy of others
* If settings have been altered, or content is inappropriate, the student should inform the teacher immediately or parent at home

**Aims:**

* To improve student learning outcomes by increasing access to worldwide information.
* To develop skills in appropriate internet usage.

**Implementation:**

* Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
* All staff at our school will have access to the internet and email. All students will have access to censorship filtered internet. All classes and staff will have their own password protected internet account and log on details. Such access is a privilege that infers responsibility, and not simply a right to be expected.
* An internet coordinator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school’s web site, web filters, and all other issues related to internet access by students.
* The school undertakes to ensure that information published on the internet is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
* All staff email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
* Guidelines on access rights will be defined for different user levels.
* All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
* All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked. Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
* Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
* Signed parent and student consent is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet. All students must agree with the standards of conduct as established in this policy document and as set out in the AUA (Acceptable Use Agreement).
* Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student’s first name and last initial will be used.
* For breeches of the Acceptable Use Agreement students can face a number of consequences depending on the severity of the breech and the context of the situation. More than one consequence may apply for a given offence and stronger penalties for serious or repeated offences, ie:- removal of network access; internet access or printing privileges.

**Links and Appendices**

The Key Link connected with this policy is:- DEECD Using Technology to Support

Teaching

**Appendix A:** Acceptable Use Procedures

Our school policies which are connected with this policy are:-

* The Student Engagement and Wellbeing policy (which addresses bullying and cyber bullying)

**Evaluation:**

* This policy will be evaluated and reviewed as part of the school’s cyclic review

process.

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| --- | --- |
| **Date Implemented** | 20/08/2014 |
| **Author** | M. Roberts |
| **Approved By** | Wattleview Teaching Staff  Education Committee of School Council |
| **Date Ratified by School Council** | Wattleview PS Council 20th AUGUST 2014 |
| **Date Reviewed** | 24/07/2014 |
| **Responsible for Review** | Education Committee of School Council |
| **Review Date** | July 2017 |
| **References** | <http://www.education.vic.gov.au/school/principals/spag/safety/pages/dutyofcare.aspx> |

Appendix A : **GUIDELINES AND CONDITIONS ACCEPTABLE**

**USE PROCEDURES FOR THE SCHOOL’S INTERNET AND MOBILE DEVICES**

**Part A – Agreement to be signed by the student and parent**

**ICT ACCEPTABLE USE AGREEMENT**

Wattleview Primary Schoolbelieves the teaching of cyber safety and responsible online behaviour is

essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe

online and to gain the greatest benefit from the opportunities provided through an online environment,

students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to

reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

**Part A - School support for the safe and responsible use of digital technologies**

Wattleview Primary School uses the internet and digital technologies as teaching and

learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they

must be used responsibly.

Your child has been asked to agree to use the internet and mobile technologies responsibly at

school. Parents/carers should be aware that the nature of the internet is such that full protection from

inappropriate content can never be guaranteed.

At Wattleview Primary Schoolwe:

• have policies in place that outline the values of the school and expected behaviours when students

use digital technology and the internet

• provide a filtered internet service

• provide access to the Department of Education and Early Childhood Development’s search engine

Connect

• provide supervision and direction in online activities and when using digital technologies for learning

• support students in developing digital literacy skills

• have a cyber safety program at the school which is reinforced across the school

• use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

• provide support to parents/carers to understand this agreement (e.g. language support)

• provide support to parents/carers through information evenings and through the document attached

to this agreement for parent to keep at home

**Part B - Student Agreement**

**When I use digital technologies I agree to be a safe, responsible and ethical user at all times, using** **only school approved programs and websites. This will be done by:-**

• Respecting others and communicating with them in a supportive manner; never writing or

participating in online bullying (for example, forwarding messages and supporting others in

harmful, inappropriate or hurtful online behaviours).

• Protecting my privacy; not giving out personal details, including my full name, telephone number,

address, passwords and images.

• Protecting the privacy of others; never posting or forwarding their personal details or images

without their consent.

• Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others

participating in unsafe, inappropriate or hurtful online behaviours.

• Carefully considering the content that I upload or post online; this is often viewed as a personal

reflection of who I am.

• Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If

my understanding is unclear I will seek further explanation from a trusted adult.

• Confirming that I meet the stated terms and conditions; completing the required registration

processes with factual responses about my personal details.

• Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.

• Abiding by copyright and intellectual property regulations. If necessary, I will request permission

to use images, text, audio and video and cite references.

• Not interfering with network systems and security, the data of another user or attempting to log

into the network with a user name or password of another student.

• Not bringing to school or downloading unauthorised programs, including games.

**Definition of Digital Technologies**

This Acceptable Use Agreement applies to digital technologies, social media tools and learning

environments established by our school or accessed using school owned networks or systems, including

(although are not limited to):

• School owned ICT devices (e.g. desktops, laptops, printers, scanners)

• Mobile phones

• Email and instant messaging

• Internet, Intranet

• Video and photo sharing websites (e.g. Picassa, Youtube)

• Blogs, including corporate blogs and personal blogs

• Micro-blogs (e.g. Twitter)

• Forums, discussion boards and groups (e.g. Google groups, Whirlpool)

• Wikis (e.g. Wikipedia)

• Vod and podcasts

• Video conferences and web conferences.

*This Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricula activities*

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**3. Standards for device**

**The student is responsible for:**

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school’s Acceptable Use Agreement when using the machine at home

3.1.3 Backing up data securely

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental

standard.

3.1.5 Students must return the device and all accessories by the notified due date in November each year.

**To be kept by the Parent or Guardian**

**Part B - The schools’ support for responsible and ethical use of technology?**

Wattleview Primary Schooluses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Wattleview Primary Schoolwe have a cyber-safe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

These may include:

* provide a filtered internet service
* provide supervision and direction in internet activities and when using mobile technologies for learning
* have an Information Literacy program
* use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
* work towards setting tasks that ask your child open questions, so they can’t copy and paste all answers from the internet
* provide support to parents to understand this agreement (e.g. language support)
* provide support to parents through information evenings and through the document attached to this agreement

Should your child be found to use the school’s Information and Technology resources inappropriately your child will be counseled and some penalties may apply.

These may include:

* removal of network access privileges
* removal of email privileges
* removal of internet access privileges
* removal of printing privileges
* removal of mobile device
* paying to replace damaged equipment
* other consequences as outlined in the school discipline policy

**Part C - Advice for Parents**

Please keep this as a resource to use at home

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not ‘virtual’ issues. They are real and can harm and hurt.

At home we recommend you:

* make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
* ask them to give you a tour of their ‘space’ if they are using a site which allows them to chat, publish photos, play games, etc
* always get them to set their space to ‘Private’ if they use a social networking site like MySpace, Bebo or Pixo (they are then in control of who can contact them and accesses their information)
* have the computer with internet access set up in a shared place in the house - not your child’s bedroom
* negotiate appropriate times for you child’s online activities and use of mobile phones
* ask questions when your child shows you what they are doing:
  + How does it work, how do you set it up and can you block out people?
  + Who else is sharing this space or game - did you know them before or ‘meet’ them online and what do you know about them?
  + Why is this so enjoyable - what makes it fun?
  + Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  + What are you doing to protect yourself or your friends from these potential dangers?
  + When would you inform an adult about an incident that has happened online that concerns you?

**Support information for parents around the agreement**

**When I use technology, both at school and at home I have responsibilities and rules to follow.**

**Wattleview Primary School** believes the teaching of cyber-safe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. t is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

**Behaving according to school Code of Conduct**

The school’s Values encompasses not only the rules of the school, but also those desired behaviours that your school community believes are important for all students.

**Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:

* don’t use their own name, but develop an online name and use avatars where available
* don’t share personal details including images of themselves or their friends online
* password protect any spaces or accounts they have and never share that password
* don’t allow anyone they don’t know to join their chat or collaborative space - use the block feature
* are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it)

**Being respectful online and not participating in online bullying or hurtful behaviour.**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

**Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student**

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as ‘free’, but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

**Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers**

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all school equipment and student work at risk.

**Not looking for rude or offensive sites**.

Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

**Using the internet/mobile technology at school to learn.**

It is important to realize that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

**Asking the teacher to help get permission before using information or pictures.**

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

**Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions.**

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organize arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you say to your child, “Tell me about wombats” you might encourage him/her to copy and paste facts and images about the wombat. However, if you ask “What would a day in the life of a wombat be like?” you may encourage your child to think about different aspects of the animal’s life and draw together the different pieces of information.

**Talking to my teacher or another adult if I need help or see something I don’t like online.**

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact your school or call   
1800 880 176 or visit <http://www.cybersmartkids.com.au/for-parents_tips.htm> or email  
[connect.manager@edumail.vic.gov.au](mailto:connect.manager@edumail.vic.gov.au)

# *Retain these Acceptable Use Procedures sheet for your future reference*

**ICT ACCEPTABLE USE AGREEMENT**

I acknowledge and agree to follow these rules. I understand that my access to the Internet

and mobile technology at school will be renegotiated if I do not act responsibly.

**I/We have read the Acceptable ICT Use Agreement carefully and understand the significance of the**

**conditions and agree to abide by these conditions. I /We understand that any breach of these**

**conditions will result in internet and mobile technology access privileges being suspended or**

**revoked. I/We also understand that if the device is lost or damaged outside of the warranty**

**arrangement, that I/We will be liable for replacement and/or repair of the device.**

**FAMILY Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student 1 - First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student 2 - First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student 3 - First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student 4 - First Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Signature**

**Parent/Carer Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Carer Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date / / 201**

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/Carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

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