



ICT (INTERNET) USE POLICY AND PROCEDURES

I. POLICY STATEMENT

The internet, combined with the school's mobile devices program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces such as Facebook and instant messaging tools are now part of students' and staff 'life on the web'.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

Diggers Rest Primary School has an important role in preparing students for these 'online communities' and before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students.

2. GUIDELINES

- 2.1** Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.
- 2.2** The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.
- 2.3** Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that

students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures (see appendix A).

- 2.4 While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at [DEECD Acceptable Use Policies](#)
- 2.5 Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.
- 2.6 Students and staff must not use their loaned mobile device or the school network in breach of a law or to commit an offence.

3. PROGRAM

- 3.1.1 The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.
- 3.1.2 The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:
 - **Anti-bullying (including cyber-bullying) and Anti-harassment**
 - **Student Welfare**
- 3.2.1 Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.
- 3.2.2 All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.
- 3.3 Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).
- 3.4.1 For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

For Staff;

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

3.4.2 Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

3.5 While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

4. LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- [DEECD Using Technology to Support Teaching](#)

Appendix A: Student ICT Use Policy & Permission Form

Other school policies which are connected with this policy are:

- The school's Anti-bullying (including cyber-bullying) and Anti-harassment Policy
- The school's Student Engagement & Well being Policy

5. EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

This policy was last ratified by school council in



Diggers Rest Primary School

Student Online User Policy & Permission Form

Dear Parents,

This **Online User Policy** is an agreement between the school, its students and parents/guardians. This refers to staff, students and parents accessing the internet.

Students in all classes will have staff-supervised access to the Internet through the Department of Education's site (DEECD) and to the secure World Wide Web through Netscape (our DEECD recommended Internet Service Provider). Students accessing the Internet away from school premises, will do so **under the guidance and responsibility of their parent or legal guardian.**

Netscape:

Netscape has been selected as our Internet Service Provider (ISP) because it offers a secure, restricted access to the Internet. This is through an Education Selected Cache, which is a store of thousands of web sites that have been downloaded from the Internet. The web sites are checked regularly for educational content and appropriateness, which ensures that the sites contain relevant educational material. Netscape also allows e-mail to be filtered.

Using the Internet at Diggers Rest Primary School:

Access to the computer facilities and the Internet at Diggers Rest Primary School is conditional on the students complying with the Internet User Policy. Written consent will be obtained from parents or guardians each year before any child's photograph, work samples or video footage is published on the Internet, school website or Facebook.

Rules when using the Internet:

- 1) Students will follow teacher instructions regarding the use of the Internet and multimedia equipment.
- 2) Students will use the Internet for educational purposes only. It is **NOT** a social networking site. **Note:** If students breach this agreement, it will result in loss of privileges and associated consequences. This will strictly be enforced in line with The Victorian Information Privacy Act 2000.
- 3) Students must **NOT** share their password and **NOT** disclose personal information in online community spaces.
- 4) Students will not access other users accounts (parents, teachers, students) and publish content. If user access is discovered, students will report this and new access credentials will be created.
- 5) Students will only work on the sites/apps that are relevant to their work and specified by the teacher. **Note:** If students find themselves in inappropriate sites/apps or viewing inappropriate material, they **will immediately turn the device off and call a staff member.** Failure to do so will result in the removal of access to the Internet and disciplinary action.
- 6) Students will ensure that anything they publish on the internet does not contain inappropriate language, images or information.

Consequences for breaking these rules:

The Diggers Rest Primary School Student Code of Conduct will be implemented if any student chooses to break any of these rules. This WILL result in students' parents/guardians being contacted and students being denied access to computer facilities for a specified period of time.

Publishing on Online:

Students are only permitted to publish on the Internet after the Internet User Policy has been read and their parents/guardians have signed the Permission Form.

Guidelines:

- 1) Responsibility for the content of all apps, web pages, wikis, blogs, videos or podcasts is initially the responsibility of the student publisher and secondly their classroom teacher.

Note: Postings made out of school hours, **are strictly the parents'/guardians' responsibility.**

- 2) The classroom teacher will closely monitor postings, pages and learning spaces on a **WEEKLY** basis. SPOT CHECKS will also be done to ensure devices are used appropriately.

Safe Use For Students at Home:

Use of the Internet at home is a valuable education tool. At school the students will be taught how to use apps and explore the Internet relevant to class studies, as well as for personal use. Parents need to be aware that the skills the students acquire at school may be used to access material on the home devices.

It should be noted that the Internet is an adult network, which is not always subject to control or censorship, and although it contains vast amounts of extremely valuable information, some of it is inappropriate and misleading. So **we encourage parents to supervise children at home** as well as consider the following:

- ◆ Ensure that children do not give personal details about themselves or others (eg. Full name, address, images etc.).
- ◆ Discuss with children what inappropriate material is.
- ◆ Provide children with a plan of action should they come across inappropriate material accidentally.(eg. switch off the monitor and call for adult)
- ◆ Install security on home devices such as passwords or filtering programs.
- ◆ Place devices in a shared space in the house, such as lounge room or kitchen, so that use of the computer can be monitored and you can take part in your child's learning with the Internet.
- ◆ Please be aware that there is a legal and appropriate age (13 years old) for social networking sites, such as Facebook, Myspace, MSN, and Yahoo!

Thank you for your support,

The Staff of Diggers Rest Primary

Student Permission Form

I have read the Online User Policy and understand the meaning of all of the rules and conditions when using the computers, multimedia equipment and the Internet.

1. I will follow teacher instructions regarding the use of the Internet and online communication devices.
2. I understand that the Internet is provided to me so that I can access resources and information that will support my learning in school.
3. I understand that the devices should be only used for educational purposes and not a social network.
4. If I find myself in an inappropriate site or viewing inappropriate material, I will immediately turn the device off and report this content to a teacher.
5. I will **NOT** share my password or disclose any personal information in online community spaces.
6. I will not use other students' usernames and passwords and publish online content.

Should I break any of the rules I understand that I WILL lose my access privileges and appropriate disciplinary action, in accordance with the Student Code of Conduct, WILL be taken.

Student's Name: _____ Student's Signature: _____ Grade: _____

Parent/Guardian Permission Form

As the parent or guardian of the above named student, I have read the Online User Policy relating to the student use of computers and access to the Internet using the school network. I have discussed the rules and conditions with my child and give permission to the staff of Diggers Rest Primary School to supervise and support my child's Internet usage at school. I also support the staff in any disciplinary action they may need to undertake, in accordance with the Student Code of Conduct (and other relevant schools policies) if inappropriate use occurs.

I agree to supervise my child's online use while at home and accept responsibility for any postings they publish while working online outside school hours.

I understand that accessing the Internet will form part of my child's learning experiences at Diggers Rest Primary School

I **do**/ **do not** give permission for the school to use my child's photos, videos, images, comments and work samples for all forms of media, including Facebook, newspapers, internet and school website.

I **do**/ **do not** give permission for my child's work and photos to be saved and stored on Dropbox (a virtual storage site).

Parent's Name (print) _____

Parent's Signature: _____

Date: _____