WODONGA SOUTH PRIMARY SCHOOL

INTERNET USAGE

SCHOOL SPECIFIC POLICY

Rationale:
- The internet provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

Aims:
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and 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 students and staff at our school will have censorship filtered internet and staff will have email access. All teaching staff will have their own password protected computer account for logging on and obtaining internet access. 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 measures to ensure that information published on the Internet by students or the school is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- 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.
- 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 (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Evaluation:
- This policy will be reviewed as part of the school's regular review cycle.

This policy was last ratified by School Council in....	**August, 2016**

References: - http://www.education.vic.gov.au/school/principals/curriculum/pages/elearning.aspx

ACCEPTABLE USE AGREEMENT FOR THE INTERNET & DIGITAL TECHNOLOGIES

At Wodonga South Primary we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:
- ☐ have a Student Engagement Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- ☐ educate our students to be safe and responsible users of digital technologies.
- ☐ raise our students' awareness of issues such as online privacy, intellectual property and copyright
- ☐ supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
- ☐ provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- ☐ respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- ☐ know that some online activities are illegal and as such we are required to report this to the appropriate authority
- ☐ support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cyber smart:
  - ▪ Bullystoppers Interactive Learning Modules - parents (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - ▪ Cyber safety guide - parents (www.cybersmart.gov.au/Parents.aspx)

Safe and responsible behaviour
When students use digital technologies and the internet students are expected to communicate respectfully by:
- ☐ always thinking and checking what they write or post is polite and respectful
- ☐ being kind to their friends and classmates and thinking about how the things they do or say online might make them think or feel
- ☐ working to stop bullying. Students are expected to not send mean or bullying messages or pass them on to others
- ☐ creating and presenting their own work and if they do copy something from the internet, students are expected to let others know by sharing the website link to acknowledge the creator.

When students use digital technologies and the internet students are expected to protect personal information by being aware that their full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means students are expected to:
- ☐ protect their friends' information in the same way
- ☐ protect their passwords and don't share them with anyone except their parents
- ☐ only ever join spaces with their parents or teacher's guidance and permission
- ☐ never answer questions online that ask for their personal information
- ☐ know not to post three or more pieces of identifiable information about themselves.

When students use digital technologies and the internet students are expected to respect themselves and others by thinking about what they share online. This means students are expected to:
- ☐ stop to think about what they post or share online
- ☐ use spaces or sites that are appropriate for their age and if they are not sure they ask a trusted adult for help
- ☐ protect their friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- ☐ speak to a trusted adult if they see something that makes me feel upset or if they need help
- ☐ speak to a trusted adult if someone is unkind to them or if they know someone else is upset or scared
- ☐ don't deliberately search for something rude or violent
- ☐ turn off or close the screen if they see something they don't like and tell a trusted adult

At school we:
- ☐ be careful with the equipment they use.
- ☐ discuss ways to be a safe and responsible user of digital technologies and the internet.
- ☐ present ideas around the ways that students can be a smart, safe and responsible user of digital technologies and the internet.
- ☐ Expect Students and parents are expected to enter into an acceptable use of the Internet and digital technologies agreement.

ACCEPTABLE USE AGREEMENT FOR THE INTERNET & DIGITAL TECHNOLOGIES	**Office Use**
I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked. Student Signature_____ Signature of Parent/Guardian: _____ Date: _____ / _____ / _____	☐ Entered