

CLYDE PRIMARY SCHOOL INTERNET USE POLICY

RATIONALE:

Information Communication Technology provides students with unprecedented opportunities to obtain information, engage in discussion, liaise with individuals, organisations and groups world wide so as to increase.

Clyde Primary School recognises the need for students to be safe and responsible users of digital technologies and the internet. The school believes that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians.

AIMS:

1. To ensure that students know how to use the internet appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others.
2. To adopt practices which will make the internet a safe and effective tool for all students.

DEPARTMENT POLICY:

Schools should consider their Duty of Care responsibility to students using online and digital technologies that are provided at or by the school. The Acceptable Use Agreement (AUA) is a school's declaration of its Duty of Care. Therefore a school is required to:

- add information about programs, online and digital technologies including social media tools specific to their school
- describe strategies designed to teach students to be safe and responsible users of digital technologies
- align expected behaviours described in the Agreement with the school's Student Engagement Policy
- provide information to parents and/or guardians about the Agreement, the school's programs and considerations for at home use of online and digital technologies
- retain a copy of the completed and signed Acceptable Use Agreement on file at the school.

It is understood that students' signing of these agreements is a way of raising awareness and is not legally binding on those students.

Related school policies:

Mobile Phones	Cyber Bullying Prevention
Anti- Bullying	Child Safe

IMPLEMENTATION:

School responsibilities – the school will:

1. Appoint an ICT coordinator 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.
2. Undertake 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.
3. Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
4. Have a Student Engagement Policy that states the school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behavior.
5. Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
6. Accept 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 and Cybersmart:

(www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)

Teacher responsibilities – teachers will:

- Distribute the policy and Acceptable Use Agreement to students and parents at the commencement of the school year and retain signed copies.
- Educate the students to be safe and responsible users of digital technologies.
- Supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces.
- Raise students' awareness of issues such as online privacy, intellectual property and copyright.
- Create personal passwords for students to log on to the internet.
- Create email access through a class mailbox under teacher supervision.
- Be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- 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.

Student responsibilities – students will

- Participate in the initial safe and responsible behaviour discussion (**Appendix 1**).
- Read and sign the Acceptable Use Agreement.
- Adhere to the guidelines for internet use and behaviour at all times.
- Notify their teacher of any inappropriate material so that access can be blocked.

Parent responsibilities – parents will:

- Sign the Parent Consent and student Acceptable Use Agreement form (**Appendix 2**) and return pages 4 and 5 to the school in order for their child to gain access to the internet, or to publish work, photos or videos on the internet.
- Support the school guidelines in regards to safe and responsible internet use.
- Actively monitor their child's online learning in order to help them safely and effectively use the internet.

Specific internet safety programs and approaches undertaken include:

- Safe and responsible internet use discussion and worksheet (see pages 3 and 4).
- Anchor charts reminding students of internet guidelines.

Consequences of Improper Use

Consistent with the staff and student Codes of Conduct, breaches of the Acceptable Use Policy by students can result in a number of consequences depending on the severity of the breach and the context of the situation. Consequences may include: • removal of network access privileges; • removal of email privileges; • removal of internet access privileges; • removal of printing privileges; • other consequences as outlined in the school's Student Engagement Policy.

EVALUATION:

This policy will be reviewed as part of the school's three-year review cycle.

ENDORSEMENT:

Ratified by School Council on	23 / 04 / 2018
Due for review...	2021