



TORQUAY COAST PRIMARY SCHOOL ICT (INTERNET) USE POLICY

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 such as MS Messenger 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

The school has an important role in preparing students for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

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 (we used to call it 'stranger danger')
- 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. Torquay Coast PS 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 [DET 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:

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

Appendix A: Acceptable Use Procedures (AUP) for the mobile devices and the Internet

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 was last ratified by school Council: 2017

To be reviewed: 2020

Appendix A: GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET AND MOBILE DEVICES

Acceptable Use Policy

**PLEASE READ THROUGH THIS POLICY WITH YOUR STUDENT AND
PROVIDE ONLINE CONSENT THROUGH COMPASS FOR YOUR STUDENT
TO HAVE ACCESS AT TORQUAY COAST PS.**

Student/Family Commitment

OUR SCHOOL ICT ACCEPTABLE USE AGREEMENT

Our school believes 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. 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. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

DEFINITION OF DIGITAL TECHNOLOGIES

The Torquay Coast ICT Acceptable Use Policy 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. iPads, desktops, printers, scanners)
- BYOD devices (iPads)
- Email and instant messaging
- The internet and server network
- Social network sites (E.g. classroom blogs, SeeSaw)
- Video and photo sharing websites (E.g. YouTube)
- Forums, discussion boards and groups (E.g. Google groups)
- Wikis (E.g. Wikipedia, Wikispaces)
- Vodcasts and Podcasts
- Video and web conferencing

This ICT Acceptable Use Agreement applies when I am using any of the digital technologies at school, at home and during school excursions, camps and extra-curriculum activities.

Student Participation Agreement

When I use digital technologies I agree to be safe, responsible and an ethical user at all times, 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).
- Talking to the teacher if I feel unsafe or uncomfortable online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online.

GENERAL USE

- I will **bring my iPad to school each day**.
- I will ensure that my **iPad is charged** for every school day.
- I will **keep the iPad in its case** unless given permission from a teacher/parent
- I will **keep food and drinks away** from the iPad at school.
- I will **immediately report any accidents or breakages** to my parents and teachers.

CONTENT

- I will use the iPad only to **support my school learning program**.
- I permit my teachers and parents to **perform checks** and monitor that I have not installed illegal/unsuitable software applications and content and to check the websites which I visit. I understand there will be **consequences** for inappropriate use.
- I will not use the iPad for games, unless approved by my teacher (educational purposes only) or parents.
- I will not use my iPad for **ANY** communication purposes without the explicit permission of my teacher (at school) or parent (at home.)

SAFETY AND SECURITY

- I will **only go to websites at school** which support my learning activities.
- I will be **cyber safe** and **cyber smart** when using the internet.
- I will demonstrate **etiquette** when using my iPad and other equipment with regard to other people.
- I will use the iPad, lawfully and in accordance with the *Appropriate Use/Behaviour of School Network* guidelines regarding **ethical use** of equipment, technology, use of legal software, use of the internet and the protection of personal data.
- For security reasons, I am **not to share account names and passwords** with anyone unless requested by staff or technicians when servicing the iPad.
- I am responsible for the security and use of the iPad. A lockable storage trolley will be provided for students to place their iPad during recess and lunch breaks.

I understand that if the above conditions are not followed, I will not be granted the authorisation to use the iPad and other ICT devices.

CONSEQUENCES MAY INCLUDE:

For breeches of the Acceptable Use Procedures students 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:

- removal of network access privileges

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

Support for Responsible and Ethical Use of Technology

Torquay Coast Primary School sees 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 means that full protection from inappropriate content can never be guaranteed.

At Torquay Coast Primary School we:

- Have a cyber safe and responsible use program across the school. We reinforce the school Code of Conduct values and behaviours when using technology and the internet.
- Provide a filtered internet service.
- Provide supervision and direction in internet activities and when using mobile technologies for learning.
- Utilise mobile technologies for education purposes.
- Work towards setting tasks that ask your child open questions, so they cannot copy and paste all answers from the internet.
- Provide support to parents to understand the agreement.
- Provide support to parents through information evenings.

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. At home, however, 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 about yourself 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 the space to "Private" if they use a social networking site – They are then in control of who contacts them and can access their information. They can block out anyone at anytime.
- Have the computer with Internet access 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 and how do you set it up? Can you block out people?
 - Who else is sharing this space or game - did you know them before or "meet" them online? 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? Discuss why your child might keep it to themselves.

Many students say they will not tell an adult they are in trouble or ask for help because:

- They might get the blame for any incident
- They don't think adults "get" their online stuff – it is for students only
- They might put at risk their own access to technology by either:
 - Admitting to a mistake or
 - Highlighting a situation that might lead a parent to ban their access. (Even to protect them)

Advice for Parents – Support information for parents around the agreement

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

Torquay Coast Primary School sees the education of safe and ethical cyber citizens as an essential part of the lives of its students and as a 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 the request is support at home. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others, publishing inappropriate images etc

Behave in a way outlined in the school's Code of Conduct

The schools' Code of Conduct is not only the rules of the school but also the desired behaviours and values your school community believe are important for all of the students at your school.

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

Students can be approached, groomed, and bullied online. They love to publish information about themselves and their friends in online spaces.

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) Once it is published they have lost control of 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. Not all altercations are bullying but unacceptable behaviours need to be addressed.

- Being online can make students feel that they are anonymous (however online interactions can be traced)
- The space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- Often the online environment has very few adults
- Participation in bullying or hurtful actions can take many forms in the online world. Forwarding the messages, telling others where to go and see any published images, content which has been deliberately posted to humiliate another person is all part of how a child can participate and contribute to the hurt or bullying of another child
- 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." Just looking at a page on the internet is a download and 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 of the schools equipment and student work at risk.

Not go looking for rude or offensive sites

Filters block a lot of inappropriate content but they are not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's internet access will be reviewed.

Using the Internet / mobile technology at school to learn

It is important to realise 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.

Remembering the content on the web as someone else's property and asking a teacher to help get permission before using information or pictures

All 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. Remember if an offer is too good to be true, the chances are it is!

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 enables students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise 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. "Tell me about wombats" might encourage him/her to copy and paste facts / images etc about the wombat, but asking the question "What would a day in the life of a wombat be like?" encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if I need help or see something I don't like online etc...

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.

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers call parent line 132289 or visit

<http://www.cybersmart.gov.au/report.aspx>