



OSBORNE PRIMARY SCHOOL
2655

ICT (INTERNET) USE POLICY

POLICY STATEMENT

The internet 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, 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

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.
- having a zero tolerance to any form of child abuse.

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.

GUIDELINES

We have a detailed ICT student agreement called Osborne Primary School Cyber Etiquette & Safety Agreement– Appendix A – all children are aware of and sign from grade 3 up on the expected behaviour on the internet by all students at Osborne Primary School. This agreement is updated each year to reflect the ongoing nature of technologies

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 our School Cyber Etiquette & Safety Agreement for the Internet and mobile devices.

The School Cyber Etiquette & Safety Agreement 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.

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 established in the School Cyber Etiquette & Safety Agreement

While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DET Acceptable Use Policy which can be found at [DET Acceptable Use Policies](#)

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.

Students and staff must not use their loaned mobile device or the school network in breach of a law or to commit an offence.

PROGRAM

The use of the school's network is subject to the School Cyber Etiquette & Safety Agreement (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.

The School Cyber Etiquette & Safety Agreement 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**
- **Media Consent forms**
- **Facebook and Twitter usage policy**

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.

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.

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 School Cyber Etiquette & Safety Agreement.

For breeches 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. Furthermore, students who offend will have documentation about the offence recorded and filed. Their parents will be informed via a written statement, and in most cases will be phoned by a member of staff about the offence and the action to take place.

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
- Bullying and harassment of any kind is prohibited. There is a zero tolerance of Child abuse. 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.
- Our school is a member of e-Smart and our policies and attitudes towards appropriate use is to be reflected at all times.
- 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.

LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

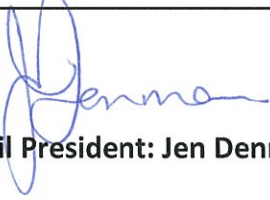
- DET Using Technology to Support Teaching
- Appendix A OPS Cyber Etiquette & Safety Student Parent Agreement.
- OPS Facebook and Twitter Code of Conduct

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 & Wellbeing Policy

EVALUATION

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

Approval Authority	
(Signature & Date)	School Council President: Jen Denman Date: 20th October 2016
Review Date	2020
This policy was last ratified by School Council in 2016	

Appendix A :

OSBORNE PRIMARY SCHOOL – CYBER ETIQUETTE & SAFETY (STUDENT & PARENT AGREEMENT)

Rationale

Access to the **Internet** (and email for students in Years 3 - 6) will enable students to explore thousands of libraries, databases, and other information sources while exchanging messages with users throughout the world.

Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. While our intent is to make Internet access safe through the use of Department filtering systems, some students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, Osborne Primary School supports and respects each family's right to decide whether or not to apply for access.

General Expectations

Students are responsible for good behaviour on school computer networks (including Out of School Hours Care) just as they are in a classroom or in the playground. Communications on the network are often public in nature. General school rules for behaviour and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege - not a right. Access entails responsibility.

Network Expectations:

ICT is used to support learning and to enhance teaching. All computers and technology peripherals such as cameras, Interactive Whiteboards, microphones, touch media (eg. ipads) are to be used in a **responsible, efficient, ethical and legal manner**. Unacceptable use of ICT by students will result in a loss of access to the technology.

Student Expectations:

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses, images and by protecting my passwords,
- be respectful in how I talk to and work with others online and never write or participate in online bullying,
- only send messages through my school email account. If I have another email account eg. Hotmail, Yahoo, I will not open these on any of the school computers.
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student,
- not bring, install or download unauthorised programs eg. Video clips, mp3s, live streaming music, games or .exe files to the school or run them on school computers without explicit permission from a teacher
- not to bring in usb devices as these can carry viruses. If any ICT resources are to be used at school, they can be done using the students' email accounts
- not go looking for rude or offensive sites,
- use the Internet at school to help me to learn. I will only access those sites that are relevant to the work I am doing,
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions.

- Any information/data I obtain from the Internet I will modify/change to reflect my level of understanding. I will respect Copyright laws,
- talk to my teacher or another adult if:
 - o I need help online
 - o I come across sites which are not suitable for our school.
 - o A person writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - o I feel that the welfare of other students is being threatened by online activities.

Consequences:

Students who do not use our network in accordance with the 'Osborne Primary School – Cyber Etiquette & Safety Agreement' will have all access to ICT withdrawn. The Principal (or nominee) will investigate and forward communication to parents outlining appropriate consequences.

AGREEMENT:

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly. I understand that Osborne Primary School has the right to monitor my use of the internet including sites I have visited, the content I have created and the email content I send and receive.

I agree to comply with the school standards and will honour this agreement.

Student Name:

Student Signature:.....Date

Parent Permission – Student Internet usage

I agree to allow my child to use the Internet and applications at school. I have discussed potential problems and responsible use of the Internet and applications with him/her as outlined in this Agreement. I understand that both the Internet and applications can be accessed from home and I/we should monitor our child/rens online activities to ensure that no breaches of this agreement. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature:

Date:

For Parents: Bridging the gap between home and school (retain this section)

At school the Internet and applications are mostly used to support teaching and learning. At home, however, they are often used differently. Not only are they a study resource for students, but they are increasingly being used as a social space to meet, play and chat. The Internet and applications can be lots of fun and a great educational tool if used thoughtfully.

At home we recommend you:

- o make some time to sit with your child to find out how they are using the Internet and applications and who else is involved in any online activities.
- o have the computer with Internet access in a shared place in the house – not your child's bedroom.
- o ask questions when your child shows you what they are doing, such as:
 - o how does it work and how do you set it up?
 - o who is else is sharing this space or game - did you know them before or "meet" them online?)
 - o why is this so enjoyable – what makes it fun?
 - o can you see any risks or dangers in the activity - what would you say to warn a younger child?
 - o what are you doing to protect yourself or your friends from these potential dangers?
 - o 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.

Statistics show that students will not approach an adult for help because:

- o they might get the blame for any incident,
- o they don't think adults "get" their online stuff – it is for students only,
- o they might put at risk their own access to technology by either:
 - o admitting to a mistake or
 - o highlighting a situation that might lead a parent to ban their access.

What has your child agreed to and why?

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

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends on sites like Facebook. Blogs and social media are becoming increasingly popular.

We recommend students:

- don't use their own name, but develop an online name.
- don't share personal details including images of themselves or their friends on Internet spaces
- password protect any spaces or accounts they have and keep that password confidential.
- don't allow anyone they don't know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (particularly in the case of the Internet).

Being respectful online and not participating in online bullying

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,
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it,
- students may feel that online harassment, the use of insulting words or attacking others online is different to bullying someone in person. It is not and will be treated as a serious breach of this agreement.

Use 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. Printing can be very costly. Students who print multiple copies of work without reason or through impatience will lose the privilege of being allowed to print on the network. It is a serious offence to access another student's electronic folder. That is a serious breach of our network rules and will result in students losing privileges and computer access.

Using mobile phones and / or accessing the internet, emails, social media forums, s etc that can be used to send and receive offensive information. We encourage parental assistance with student use of ICT 'Out of School Hours'. We will continue to assist students with their understanding of cyber safety and how to act appropriately when an issue arises. 'Out of School Hours' situations where students have been victimised is out of our control and we cannot be liable for an action during this time. However, it is important to inform the school of any students affected by online misdemeanours so we can support and guide the student(s) whilst at school. To support our stance against Cyber bullying students must deliver any form of ICT device such as mobile phones, ipads, ipods (or their equivalents to the office upon arrival at school and they may retrieve them from the office when leaving the school grounds). Students found with any of the devices mentioned above will have them confiscated and the student's parent must retrieve this device from the office.

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. That is why any files that are used at home are to be sent to the student's email account which they can access at home. USBs are not to be used at school as they may contain viruses.

Not go looking for rude or offensive sites.

Filters block a lot of inappropriate content but it is 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.

Use the Internet at school to help me to learn. I will only access those sites that are relevant to the work I am doing.

It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce the risk of inappropriate access and teach students strategies to use the Internet for their learning. Occasionally students will be given permission to access a suitable games site recommended by the Department. In that instance, for example a wet weather timetable, it is okay for students to play online.

Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions. Any information/data I obtain from the Internet I will modify/change to reflect my level of understanding. I will respect Copyright laws.

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. For example, saying to a student "Tell me about wombats" might encourage him/her to copy and paste facts 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 online

I am not sure what I should be doing on the Internet

I come across sites which are not suitable for our school

A person writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.


I feel that the welfare of other students at the school is being threatened by online activities

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. We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know. 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 in general contact either the school on 5975 1792 or the contact below.

NetAlert is Australia's Internet safety advisory body for internet safety issues/ concerns contact them on 1800 880 176 or visit <http://www.netalert.gov.au/>. A valuable site that enables you to download filters for use on your home computers.

A free parent's handbook is available at <http://www.netalert.gov.au/advice.html>

As an e-Smart school we appreciate your support in making our online community safe and enjoyable.

Approval Authority	
(Signature & Date)	School Council President Mrs J Denman Date 20 th October 2016
Review Date	2018
This policy was last ratified by School Council in 2014	