



# **Internet Use (ICT Acceptable Use) POLICY STRATHAIRD PRIMARY SCHOOL March 2018**

## **1. POLICY CONTEXT**

Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Strathaird Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

## **2. DEFINITIONS**

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

## **3. GUIDELINES**

**3.1** Staff use of Strathaird Primary School's devices and/or network to access the internet or any other ICT application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.

**3.2** Strathaird Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DEECD's policy on [Using Digital Technologies to Support Learning and Teaching](#).

**3.3** Student use of the Strathaird Primary School's devices and/or network to access the internet or any other ICT application is governed by Strathaird Primary School's Acceptable Use Agreement for students. Students will be made aware of behavior which is not acceptable when using ICT and the school's School Code of Conduct/Discipline Policy, Student Wellbeing and Student engagement and inclusion policy will apply to breaches of expected behaviours – see "Consequences" below.

**3.4** Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc) will not be tolerated by Strathaird Primary School and consequences will apply to students in accordance with Strathaird Primary School Bullying and Harassment Policy and the Student of School Code of Conduct/Discipline Policy.

**3.5** Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

**3.6** Distribution of school owned devices to students and personal 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 school's Acceptable Use Agreement/Procedures for students, see [Acceptable Use Agreements and Consent](#) form.

**3.7** The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see [Acceptable Use Policy](#)).

**3.8** Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

**3.9** Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act.

**3.10** Strathaird Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:

- a clear explanation of the film or photo process
- proper information about the project, including the message, the medium and the audience
- all proposed and foreseeable uses of the material, including secondary uses
- the impacts of the material being disseminated
- timeframes
- any relevant intellectual property matters
- that the person can choose not to be photographed or filmed.

Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

## **4. RESPONSIBILITIES AND CONSEQUENCES**

The use of the Strathaird Primary School's ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as

- Student Engagement and Inclusion policy
- Anti-bullying (specifically cyber-bullying) and anti-harassment policies
- Privacy policy

### **4.1 Responsibilities**

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. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.

Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

#### **4.2 Consequences of Improper Use**

Consistent with the Student Engagement, student wellbeing, welfare and student discipline policies; breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

##### For Students:

- 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 discipline policy.

##### For Staff:

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information -

<http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behavior that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT. All staff email correspondence with parents must go through the School Edumail account and not individual staff Edumail accounts.

## **5. LINKS**

School Policy and Advisory Guide Links (click on hyperlinks below):

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cybersafety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

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 & Inclusion policy
- The school's Duty of Care policy

## **6. REVIEW**

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

This policy was last ratified by School Council in 2018

**Martin Shepherd**  
Principal

**Chris Johnstone**  
School Council President

# Acceptable Use Agreement



## School profile statement

Strathaird Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Strathaird Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate 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 students when using digital technologies for educational purposes.
- 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.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

## Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my passwords and don't share them with anyone except my parents
- never answer questions online that ask for my personal information

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a

trusted adult for help

- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if someone is unkind to me, I see something that makes me feel upset or if I need help
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

### **Digital Technologies**

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. iPads, desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- podcasts, video conferences and web conferences.

# Acceptable Use Agreement



## Student Agreement

I know that I am still learning to use digital technologies safely and responsibly. I will ask a trusted adult for help whenever I am unsure or feel unsafe. This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps, extra-curricular activities, and at home.

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement. I understand that there are actions and consequences established within the Strathaird Primary School Student Engagement Policy if I do not behave appropriately.

I agree to use the Internet and email in a responsible manner for purposes stated by my teacher.

Student Name:	Student Signature: (Prep students can just write their first name)	Grade:

## Parent/Guardian Agreement

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

**YES I give permission** for my child/children to use the Internet to access appropriate websites under strict supervision of the teacher in charge.

**NO I do not give permission** for my child/children to use the Internet to access appropriate websites under strict supervision of the teacher in charge.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20

Name of School Contact: Kim Biram

Phone Number: 9705 3800