



# ICT Acceptable Use POLICY

## **Rationale:**

- The internet, combined with the schools 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 Skype are now part of students' and staff 'life on the web'.
- Students and staff 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 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.

## **Aims:**

- To prepare students for the use of 'online communities', even though access to some online communities at school (e.g. Facebook) may be blocked.
- For students to develop safe online behaviours by:
  - 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.

## **Implementation:**

- 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 Policy for the Internet and mobile devices.
- The Acceptable Use Policy is intended to encourage responsible maintenance and use of devices and to help students 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 of the ICT Acceptable Use Agreement (see appendix A).
- While we do not ask staff to 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 <http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>
- Students and staff can expect consequences 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 mobile device or the school network in breach of a law or to commit an offence.
- The Acceptable Use Policy (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:
  - Bullying and Harassment Policy
  - Student Engagement and Wellbeing 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 ICT Acceptable Use Agreement.
- For breaches of the ICT Acceptable Use Agreement 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 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.
- 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.

**Evaluation:**

This policy will be reviewed as part of the school's four-year review cycle or more often if necessary due to changes in regulations or circumstances.

This policy was last ratified by School Council in....

**May 2014**



## ICT ACCEPTABLE USE AGREEMENT (To be kept by the Parent or Guardian)

Frankston East Primary 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. 21st Century students spend increasing amounts of time online, learning and collaborating. 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, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

### **Definition of Digital Technologies**

This ICT Acceptable Use Agreement 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. desktops, laptops, iPads, cameras, printers, scanners)
- Mobile devices
- Internet and Intranet
- Social networking sites (e.g. Edmodo)
- Video and photo sharing websites (e.g. Picasa, YouTube)
- Blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

*This ICT Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.*

### **School support for the safe and responsible use of digital technologies**

Frankston East Primary School uses the Internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Frankston East Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine
- provide supervision and direction in online activities when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber-safety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)

## 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. However, at home 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 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 their space to 'Private' if they use a social networking site like Facebook, Instagram, Bebo or Pixo (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up in a shared place in the house - not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile devices
- ask questions when your child shows you what they are doing:
  - How does it work, how do you set it up and can you block out people?
  - Who else is sharing this space or game - did you know them before or 'meet' them online and 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?

## **Support information for parents around the agreement**

(Please keep this as a resource to use at home)

### **Responsible use of technologies**

Frankston East Primary School believes the teaching of cyber-safe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school. 21<sup>st</sup> 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 support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

### **Personal Details**

Many students like to publish information about themselves and their friends in spaces like Facebook, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online. 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)
- be aware of the terms and conditions and age requirements of web sites

### **Being respectful online**

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 (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed. Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person). 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.

### **Not bringing or downloading unauthorised programs (including games)**

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 school equipment and student work at risk.

### **Not looking for rude or offensive sites.**

Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

### **Using 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.

### **Asking teacher to help get permission before using information or pictures**

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.

### **Thinking carefully about what is on the internet**

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable 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, if you say to your child, "Tell me about wombats" you might encourage him/her to copy and paste facts and images about the wombat. However, if you ask "What would a day in the life of a wombat be like?" you may encourage your child to think about different aspects of the animal's life and draw together the different pieces of information.

### **Talking to my teacher or another adult if I need help or see something I don't like online**

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/guardians can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>