



# KENT PARK PRIMARY SCHOOL ACCEPTABLE USE of DIGITAL TECHNOLOGY and INTERNET AGREEMENTS POLICY

## POLICY STATEMENT

The internet offers potential benefits for teaching and learning. It offers a range of opportunities for students and teachers to contribute to the world community on the web. Class Blogs and the school's website provide secure networking links and messaging tools.

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).

The **ICT Code of Cooperation** will be produced by each class and revisited regularly throughout the year in conjunction with the **ICT ACCEPTABLE USE AGREEMENT** signed by each student and parent/guardian.

Before our students start to use school provided devices to explore the Internet, it is crucial to ensure that 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 (such as sharing personal information or images).
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent/carer or guardian - at school, a teacher/a principal class officer.

These principles of safety and responsibility are not specific for the web and apply to the use of the internet at school. As in the real world, the virtual world of the internet involves some risks. Kent Park Primary School has developed proactive strategies to help minimise these risks to students.

## GUIDELINES

- 2.1** Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail, blog and the World Wide Web, will be governed by the Acceptable Use Procedures (AUP).
- 2.2** The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices with the expectation that its users will 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/guardians provide written acknowledgement that students agree to act in accordance with the conditions of the standards of conduct established in the Acceptable Use Procedures (see appendix A).



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- 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 DET 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 a mobile device or the school network in breach of a law or to commit an offence.

### PROGRAM

- 3.1.1** The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). 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/Student Engagement and Wellbeing Policy**
- 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.
- 3.2.2** All messages created, sent or retrieved on the class blogs and school website 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/guardians 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.



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- 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, race, religion, national origin, physical attributes, or gender 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 are:

- [DET Using Technology to Support Teaching](#)
- [www.esafety.gov.au](http://www.esafety.gov.au)
- [esmart@amf.org.au](mailto:esmart@amf.org.au)

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

Other school policies which are connected with this policy are:

- The Anti-bullying (including cyber-bullying) and Anti-harassment Policy
- The Student Engagement & Wellbeing Policy

## 5. EVALUATION

This policy will be reviewed every three years or more often if necessary due to changes in regulations or circumstances. The agreement will be reviewed annually.

<b>Date Implemented</b>	JULY 2014
<b>Author</b>	DET/Principal/Assistant Principal
<b>Approved By</b>	School Council
<b>Approval Authority</b>	<i>Josef Bortignon</i> <i>Alison Macauley</i>
<b>Date Reviewed and ratified</b>	11 <sup>th</sup> July 2016
<b>Responsible for Review</b>	Principal/Assistant Principal
<b>Review Date</b>	June 2019
<b>References</b>	<a href="#">DET Using Technology to Support Teaching</a>



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

### Part A – Agreement to be signed by the student and parent

#### OUR SCHOOL ICT ACCEPTABLE USE AGREEMENT

Kent Park 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, particularly when unsupervised

Safe and responsible behaviour is explicitly taught at school and parents/guardians are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

#### Part A - School support for the safe and responsible use of digital technologies:

Kent Park Primary School uses the internet and digital technologies as teaching and learning tools. The internet and digital technologies are seen as valuable resources to be used responsibly. Your child has been asked to agree to use the internet and mobile technologies responsibly at school. Parents/guardians need to be aware that the nature of the internet is such, that full protection from inappropriate content can never be guaranteed.

At Kent Park Primary School we:

- have policies in place that outline the values of the school and expected behaviour when students use digital technology and the internet.
- provide a filtered internet service.
- provide access to the Department of Education's search engine, FUSE.
- provide supervision and direction in online activities and when using digital technologies for teaching and learning.
- support students in developing digital literacy skills
- have a cyber safety program at the school which is reinforced across the school
- provide support to parents/guardians to understand this agreement (e.g. language support).
- provide support to parents/guardians through information evenings and through the document attached to this agreement for parents/guardians to keep at home.

#### Part B - Student Agreement

**When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:**

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (such as forwarding messages and supporting others by harmful, inappropriate or hurtful online behaviours).



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- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; as this may be viewed as a personal reflection of who I am.
- Investigating the terms and conditions (such as age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

### Definition of Digital Technologies:

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by Kent Park Primary School, accessed by using school owned networks or systems, including although not limited to:-

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Email and instant messaging
- Internet and Intranet
- Social networking sites (e.g. SuperClubsPLUS)
- Video and photo sharing websites (e.g. Youtube)
- Class Blogs
- Wikis (e.g. Wikipedia)
- Video conferences and web conferences.

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

### ICT ACCEPTABLE USE AGREEMENT

*I acknowledge and agree to follow these rules. I understand that my access to the Internet at school will be renegotiated if I do not act responsibly.*

**I have read the Acceptable ICT Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked. I also understand that if the device is lost or damaged outside of the warranty arrangement, that I will be liable for replacement and/or repair of the device.**

**Student Surname \_\_\_\_\_ First Name**

**Student ID \_\_\_\_\_ Home Group \_\_\_\_\_**

**Student Signature**



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**Parent/Carer Name**

**Parent/Carer Signature**

**Date**

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

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## **To be kept by the Parent or Guardian**

### **Part B - The schools' support for responsible and ethical use of technology:**

The School uses 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 is such that full protection from inappropriate content can never be guaranteed.

We have a cyber-safe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

These may include:

- providing a filtered internet service
- supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use of mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- working towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- providing support to parents to understand this agreement (e.g. language support)
- providing support to parents through information evenings and the attached agreement

Should your child be found to use the school's Information and Technology resources inappropriately, your child will be counselled and some penalties may apply.

These may include:



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- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of mobile device
- paying to replace damaged equipment
- other consequences as outlined in the school discipline policy



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## Part C - Advice for Parents/guardians

*Please keep this to use as a resource to use at home.*

At school, the internet is mostly used to support teaching and learning. 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.

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 be harmful and hurtful.

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 their 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 MySpace, Bebo or Pixo (they are then in control of who can contact them and access their information).
- have the computer with internet access set up in a shared space in the house - not your child's bedroom.
- negotiate appropriate times for your child's online activities and use of mobile phones.
- ask questions about what they are doing:-
  - How does it work, 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 could 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

**When using technology, both at school and at home, there are responsibilities and rules to follow:**

**Kent Park Primary** 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. Online communities need cybercitizens who do the right thing by themselves and others, particularly when unsupervised.

Online safe and ethical behaviour is explicitly taught at 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.



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### **Behaving according to School Code of Conduct:**

The school's Code of Conduct encompasses not only the rules of the school, but also the behaviours and values that your school community believes are important.

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

Many students like to publish information about themselves and their friends in spaces like My Space, 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 public (anyone can see, change or use it).

### **Being respectful online and not participating in online bullying or hurtful behavior:**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say face to face. Being online can make students feel that they are anonymous (even though online interactions can be traced).

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 being 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 taking care of the equipment and printing and downloading from the internet, students can save time, money and the environment. Students often see the internet as 'free', but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school's technology is another issue and all students are responsible for the care of the equipment.



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### **Not bringing or downloading unauthorised programs (including games) to school or run them on school computers:**

The school connects all the computers through a network. The introduction of unknown games or files could introduce viruses etc. and put all school equipment and student work at risk.

### **Not looking for inappropriate 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 the internet/mobile technology at school to learn:**

Staying on task will reduce the risk of inappropriate access and teach students strategies when using the internet or mobile technologies for their learning.

### **Asking teachers 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' there is a 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, questioning if it is from a reliable source to answer questions:**

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills to enable students to use the internet to locate, evaluate, and use information effectively.

### **Talking to a teacher or another adult if students need help or see something they 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 all of us 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.



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If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176.

## Questions for teacher/ parent/ student discussion

### What can you do?

- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend has an online profile published (not set to private) you can see their personal details and photos. Other people you know are in the photos.
- You found the car picture online you were searching for, but it includes a naked lady!
- A friend tells you about a great site where music is 'free' to download.

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