



# ICT / Internet Acceptable Use Policy

## Purpose:

Sunbury West Primary School actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse, and evaluate, such resources. Use of the Internet and technological devices by students will be for educational purposes only. Access to these devices is a privilege that requires students to use them in a responsible manner.

## School statement

At Sunbury West Primary School, we are working towards becoming an eSmart school in 2017. An eSmart school support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. Students, teachers and the wider community are equipped to embrace the best these technologies can offer, while being knowledgeable about the pitfalls.

### At our school we:

- have an **Assertive Discipline Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. (*Include any specific programs or approaches the school undertakes.*)
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
- 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 including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- recognise the privacy of students, parents, staff and other users either individuals or groups must be respected at all times.
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child;

## Safe and responsible behaviour – Prep to 2

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. This includes the class blog and the school website.
- 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 friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information/photos about myself or other students. This includes social media sites such as Facebook, Instagram etc.

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 I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- do not delete any posts, emails and messages that offends you. It is important to share these with a teacher as they need to be aware to deal with inappropriate behaviour
- don't deliberately search for something rude or violent
- 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.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

## Safe and responsible behaviour – Grade 3 to Grade 6

When I use digital technologies and the internet 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 (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- 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 or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviour
- do not delete any posts, emails and messages that offends you. It is important to share these with a teacher as they need to be aware to deal with inappropriate behaviour
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me, as this is my digital footprint.
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- 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.

In addition, when I use the school or personal iPads I agree to be a safe, responsible and ethical user at all times, by:

- not using the iPad before and after school. This includes to and from school and in the playground.
- turning all notifications off during school hours.
- keeping devices safe by following the Class iPromise
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not using messaging apps to harass or distract other students from learning.
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces. This includes sites such as Facebook, Instagram etc.

## **School Owned Devices**

The school currently provides the use of iPads, laptops and desktops computers for students to use at school.

### **User responsibilities**

Students are responsible for:

- carrying the school device in a safe manner with an appropriate protective case at all times
- adhering to this Acceptable Use Agreement when using the machine, both at home and school,
- following the teacher instructions at all times when using school devices.
- using the school devices correctly and for educational purposes only.
- looking after the school devices to prevent any damage.
- asking for teacher permission before posting any work, comments, photos on the school website and classroom blogs.
- not posting and uploading any images of other students onto social media sites or messenger apps. This includes at home.
- informing their teacher immediately if an inappropriate site or image appears on their screen
- their Internet searches to be educational based and be related to the topic.
- Only accessing their class and personal folders when saving and opening work on the school server.

Parents/students should be aware that files stored on the device, or on the school's server, are not private.

### **Damage or loss of equipment**

- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the supervising teacher.
- If a device is damaged and the damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal may determine that the student will pay the costs of repairing the damage or if necessary the costs of replacing the device.

# 1-to-1 program: Personal Devices

## Ownership

- The device is owned by the parents/student but is made available for use as part of the school learning program.
- Parents/students should be aware that files stored on the device are private but may be publicly accessed as part of learning programs.
- If the iPad is a shared device at home, please ensure that only appropriate content is maintained. This includes websites, web browser history, downloads, videos, background images and photos.

## Software and access

- A school wifi profile will be installed when the user agreement is returned and signed. This allows the students to log on to the school's wireless system that gives them access to the internet and server.
- The school will provide information about standard software programs and applications required for installation on personal devices and will advise when new software or applications need to be purchased.
- Parents are responsible for purchasing and installing new programs on personal devices. Parents are advised to set up a separate family account (not use their own accounts) to manage purchases for their child's device.
- The school will provide access to some software and subscriptions. This will include access to school Google accounts and Microsoft Subscription. The students will be assigned a Google account to allow them to log in and use important apps and programs during their learning. This is an educational account and there will be no email attached.

## School support

Support **will be** provided for:

- connecting the device to the school network, internet and other digital technologies eg. printers
- set up and management of school managed student accounts eg. Google, Microsoft 365
- all school-based software and associated issues with school applications.

Support **will not** be provided for:

- connecting to home networks, the internet, printers, or other devices
- personal email accounts and settings
- software issues
- hardware issues.

Damage or loss of equipment

- Parents are responsible for making sure the device is covered under their insurance, so that it can be replaced if lost or damaged and student learning is not interrupted.
- The school must be notified if the device is damaged or lost so that a student's learning program is not interrupted whilst being replaced. The school will ensure the student is not disadvantaged and

provide access to a device for use at school.

## **User responsibilities**

Students are responsible for:

- bringing portable devices fully-charged to school every day
- ensuring the device has appropriate virus protection if applicable
- backing up data securely
- carrying their device in an appropriate protective case at all times
- adhering to this Acceptable Use Policy when using the machine, both at home and at school, including during specialist programs or when not in the classroom.

The students will be assigned a Google account to allow them to log in and use important apps and programs during their learning. This is an educational account and there will be no email attached.

## **iTunes**

- An iTunes account is necessary to download applications (software) to allow the iPad to function.
- Parents/ Legal guardians will be asked at the onset of the program to purchase core educational apps from the iTunes Store. If further apps are required, families will be notified via notices. Students will not be asked to download any applications at school. These are to be completed at home.
- Parents may choose to use an existing iTunes account to allow access to previously purchased apps, music or other items. We strongly recommend that students do not know the username and password to the iTunes account so parents are in control of the material being downloaded.

## **13+ Apps**

There are a number of applications which have a 13+ rating on the iTunes store, some of which the school deems inappropriate.

These apps include:

- Facebook
- Twitter
- Snap Chat
- Instagram

However, there are also some applications or services which the school deem appropriate and these will be supervised during school hours with parent permission. These apps include: Google Apps for Education (Drive, Docs, Sheets, Slides), Dropbox and Evernote.

The list of unsuitable Apps and those the school wish to use will grow over time. Parents will be notified accordingly.

# Acceptable Use Agreement 2017

**This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.**

I have read and discussed the issues raised in the school's ICT/Internet Acceptable Use Policy with my child. My child understands the requirements outlined in the safe and responsible behaviour section and the consequences of not following the policy:

(please tick)

I allow my child's identifiable image to be published on the website or class Blog

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>

I allow my child's work to be published on the school's website or class Blog

<input type="checkbox"/>	<input type="checkbox"/>
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I allow the school to set up online accounts for my child for educational purposes. (eg. Google account, Microsoft 365, Maths online, Sunshine online)

<input type="checkbox"/>	<input type="checkbox"/>
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## ***Student Section (grade 1 to grade 6 students only)***

Student Name: \_\_\_\_\_

Class: \_\_\_\_\_

I have read with my parents the Sunbury West Primary School ICT/Internet Acceptable Use Policy. I agree to follow the rules contained in the policy.

I understand that failure to follow this policy may result in me having my access to technology and the internet suspended for a period of time determined by my teacher and the School Principal.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## ***Parent/ Guardian Section***

I have read the Sunbury West Primary School ICT/Internet Acceptable Use Policy. I give permission for my child to participate.

I understand that failure to follow this policy may result in my child having their access to technology and the internet suspended for a period of time determined by my child's teacher and the School Principal.

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

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

Date: \_\_\_\_\_