

Student Online Policy

Glendale Primary School



Policy Statement

The school will provide online services to students to be used solely for learning related activities. Parental consent and signed student contracts will be required before access is permitted.

Background

Online services include, but are not limited to, email, calendaring, web conferencing, discussion groups, Internet access and web browsing.

Digital Technology and ICT skills are now required as essential for students as members of our society and as future employees. The use of online services at school will benefit students in many ways including:

- Access to libraries of information from sources throughout the world
- The ability to interact and collaborate with other students and experts
- The acquisition of knowledge and skills that will be useful in the future
- The opportunity to publish their work to a wider audience

Definitions

INAPPROPRIATE CONTENT: content that is considered unsuitable or harmful. This includes material that is pornographic, promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation.

SPAM: a term used to describe 'junk mail'. That is, unwanted messages sent to an email account.

Responsibilities

Principals must:

- Inform parents and teachers of DOE and school policy
- Provide students access to online services
- Advise parents that the school and DOE will make every effort to provide a safe and secure online environment this cannot be guaranteed
- Advise parents that Internet browsing and all IT activities at home will not be filtered by the department
- Approve any material planned for publication on the Internet or intranets and verify appropriate copyright and privacy clearance
- Gain written permission from a parent before publishing video recordings, photographs or comments relating to their child
- Tailor disciplinary action to meet specific concerns when students breach the agreement
- Promptly address the online publication of defamatory material about staff or students

Teachers must:

- Be aware of their responsibilities for supervising student use of online services
- Inform students on the possible consequences of publishing identifying information
- Explicitly teach students age appropriate cyber safety lessons
- Provide appropriate supervision for students using online services at school
- Receive an *Acceptable Usage Agreement* signed by the student and parent (years 3-6) or by the parent (K-2) before granting students access to online learning
- Be aware of and adhere to the legal requirement regarding copyright when downloading information
<http://www.smartcopying.edu.au/scw/go>
- Acknowledge the author of any material published
- Tailor disciplinary action to meet specific concerns when students breach the agreement
- Promptly address the online publication of defamatory material about staff or students
- Inform students of the consequences (withdrawal of online services) should they breach their agreement and possible legal liability

Online Services Code of Conduct

Dear Parents/Guardians,

I am writing to seek approval for your child to be given access to online services. As we educate our students for a rapidly changing world, we believe it is vital that they use technology responsibly and ethically as a tool to support their learning. This includes the use of email, calendaring, web conferencing, discussion groups, Internet access and web browsing.

The school will make every reasonable effort to prevent student exposure to inappropriate online content however it is not possible to completely eliminate the risk of exposure. You should also be aware that general Internet browsing by your child from home or locations other than school is **not** monitored or filtered by the Department.

If you agree to your child making use of these online services please complete the permission slip attached to this letter. You will also need to ensure that your child reads or understands the *Acceptable Usage Agreement*. This agreement will also need to be signed by parents or guardians of children in kindergarten to year 2. Students and parents in years 3– 6 will need to read and sign the agreement themselves. Both signed documents will need to be returned to the school before your child can access any online services.

Yours sincerely,

Acceptable Usage Agreement Students K – Year 2

Online Rules

My child agrees to follow the rules set out below when using the computers at school:

- I will ask the teacher before I use the computer/iPad
- I will not give out my password to other people
- I will not let other people log on to my accounts
- I will tell the teacher if I think someone is using one of my accounts
- I will tell the teacher if I see something that makes me feel uncomfortable
- I will only use work from the Internet if I have asked the teacher
- If I download pictures or work I will say where it comes from
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher
- I will take care with all of the equipment
- I will not change the computer/iPad settings
- I will not use the school computers/iPads to be mean, rude or unkind to other people

I understand if I break the rules:

- I may not be allowed to use the computers
- The police may be contacted

Please note: the above rules will apply to all students however the younger students may not use the computers in some of the ways that are stated above

I agree for my child to abide by the Acceptable Usage Agreement.

I understand that if my child breaks any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's policy.

Name of student: _____

Parent signature: _____

Date: _____

Acceptable Usage Agreement Students Year 3 - 6

Online Rules

I agree to follow the rules set out below when using the computers at school:

- I will ask the teacher before I use the computer
- I will not give out my password to other people
- I will follow all of the teacher's instructions when using the computers
- I will not let other people log on to my accounts
- I will tell the teacher if I think someone is using one of my accounts
- I am responsible for anything that happens when one of my accounts is used
- I will tell the teacher if I see something that makes me feel uncomfortable
- I will only use work from the Internet if I have asked the teacher
- I will not access sites that I have been told not to access (eg YouTube) unless the teacher gives permission
- If I download pictures or work I will state the source
- I will not give out my name, phone number, address, name of the school or photographs without checking with my teacher
- I will take care with all of the equipment
- I will not change the computer settings
- I will not use the school computers to be mean, rude or unkind to other people
- I will ensure any email I send or work that I publish is polite, carefully written and well presented
- I will not delete the history from my search engine

I understand if I break the rules:

- I will be held responsible for any breaches caused by myself or another person using my account
- I may not be allowed to use the computers
- The police may be contacted and I may be held legally liable for any offences committed

I agree to abide by the Acceptable Usage Agreement.

I understand that if I break any of the rules stated above it may result in disciplinary action determined by the principal in accordance with the Department's Behaviour Management in School's policy.

Name of student: _____

Signature: Student _____ Date _____

Signature: Parent _____ Date _____