REGISTRATION EQUIPMENT 4.1 (A) V

INTERNET USAGE POLICY

AIMS

The care and correct use of the Learning Technology equipment is important to the ongoing success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of computers, internet and other equipment. The following guidelines outline the school's expectations for everyone involved in the use of Learning Technology facilities and equipment.

Network General Rules of Usage
- Hands should be clean.
- Students are not permitted to have food or drink near equipment.
- Log on using only names and passwords provided by the school.
- Computers to be shut down at the end of each day.
- Students only to use programs they have been directed to.
- Students only to access files that they created or have been directed to.
- System hard drives must only be used for the designated purpose.
- Use appropriate language.
- Do not reveal any personal details or details of fellow students or colleagues.
- Respect privacy.
- Notify a teacher or learning technology administrator if you suspect a security problem.
- Do not modify any settings (screen savers, shortcuts etc).

Care of Hardware/Software
- System administrators maintain the network. Staff and students do not attempt maintenance.
- Transfer of software between schools and home is not permitted. This includes downloads from the Internet and e-mail.
- Network machines will be systematically virus checked.
- All software purchased by the school is for school use and may not be copied or borrowed.
- Movement of equipment requires the administrator's approval.
- Equipment may be lightly cleaned by staff.
- Interactive Whiteboards will be turned off at the end of each day.
- No sharp objects near the Interactive Whiteboards.
- Whiteboard markers are not to be used on the Interactive Whiteboards.
- Digital cameras and other ancillary equipment should be returned to storage lockers
- Batteries for digital camera are to be recharged.

Publishing Work
- Students should thoroughly check work before publication. This includes spelling and grammar checks.
- Limit colour printing to special occasions.
- All student work to be published requires teacher approval.

Internet Usage

➤ Students may have access to the Educache where all sites have been scrutinised.

➤ Students must seek permission from a teacher before accessing the World Wide Web.

➤ When using the Internet, students will only access appropriate information, which is relevant to their work.

➤ Downloading of any material by students requires teacher permission.

➤ Students must inform teachers if a site is accidentally accessed.

➤ Teachers have the right to review any material that has been accessed or saved.

➤ Consent forms completed upon enrolment by parents/carers which will enable student publication or information about students to be placed on the internet.

➤ Prior to using the internet students will sign Appendix A.

➤ Under supervision students in the classroom and at home are able to access department brokered services Such as: Office 365, Google G-suite, Minecraft for education, Seesaw as well as school arranged services such as Seesaw.

➤ Cloud Data sharing restricted to basic information e.g Name, username and title (Student)

Acceptable Use of E-mail

➤ Students are to use normal polite and considerate language when using e-mail.

➤ Cyber Bullying will not be tolerated (refer to Anti-Bullying Policy).

➤ Students should not send inappropriate material.

➤ Student must inform a teacher if they receive inappropriate material.

➤ Teachers and administrators have the right to review any material received or sent.

➤ Photos will be published without names but should exclude students who do not have consent forms that authorise their photograph to be published.

➤ Text documents should only publish first name.

➤ Copyright laws must be adhered to.

➤ The upload of web pages must go through a system administrator.

Copyright

➤ Permission from the owners must be gained before copied work may be published on the Internet.

➤ All software applications must be used in accordance with their copyright laws.

Appendix A

1. ICT Acceptable Use Agreement

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ICT (Information Communication Technology)
Acceptable Use Agreement

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SCHOOL STATEMENT

At Yea Primary School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours of our students when using digital or online spaces*. 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. We request that parents/guardians work with us and encourage this behaviour at home.

Our students, through cyber-safety programs and personal/interpersonal development programs are taught how to demonstrate appropriate behaviours whilst using digital technologies. Students will be taught to respect others online, how to use information found on the web, and to observe protocols such as keeping passwords secure and not discussing personal information online.

At our school we:

- provide a 1:1 Laptop Program where each student is assigned a laptop at the beginning of the school year and for the rest of the year, is responsible for that laptop (all laptops are numbered and assigned to individual students). This fosters ownership and a sense of responsibility. The program provides our students with enhanced opportunities for learning. The devices help schools engage the digital generation by nurturing individual (or 1-to-1) learning experiences. 1-to-1 programs are an element in an international move towards individualising learning, which can increase independence and self-initiated learning in students, and extend their learning beyond the classroom.
- have a **Student Engagement Policy** that outlines our school's values and expected student behavior, this policy includes online behaviours;
- have programs in place to educate our students to be safe and responsible users of digital technologies;
- educate our students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies in the classroom;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at the earliest opportunity and other measures;
  See: Duty of Care and Supervision
  (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- are a member of the eSmart Schools initiative, information on which can be found at https://www.esmartschools.org.au;
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed however it is continually monitored and updated;
- use online sites and digital tools that support students' learning;

- Under supervision, allow specific students in controlled environment to access OFFICE 365 and Department brokered services e.g. minecraft
- Allow restricted Cloud Data sharing of basic information e.g. Name, username and title (Student)
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- promptly refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support and encourage parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the Department of Education & Training and The Children's eSafety Commission:
  - Bullystoppers Parent Interactive Learning Modules (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
  - iParent | Office of the Children's eSafety Commissioner (https://www.esafety.gov.au/education-resources/iparent)
  - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)

STUDENT DECLARATION

Safe, responsible behaviour

When I use digital technologies 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 feel (*ask students to reflect on how they would feel*.)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies 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 about myself.

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

- always a stop to think about what I post or share online
- use spaces or sites that are appropriate, 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 teacher or trusted adult if I see something that makes me feel upset or if I need help
- speak to a teacher or trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude, violent or inappropriate
- turn off or close the screen if I see something I don't like and quickly tell a teacher or trusted adult

- am careful with the equipment I use.
- talk to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talk to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully consider 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

At school we/I have:

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

In general, when using technology to support my learning I will:

- support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- educate other students to be safe and responsible users of digital technologies.
- raise others students' awareness of issues such as online privacy, intellectual property and copyright.
- ensure that myself and others are using digital technologies for educational purposes.
- respond to issues or incidents that have the potential to impact on the wellbeing of others.
- not participate in online activities that are illegal, and understand that any behaviour of this nature may be reported to the police.
- Only use software and apps that I am suppose to, and understand that staff may take action (including deleting of apps/software) if inappropriate material is found on a device.
- support my parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that can be implemented at home.
- take all measures possible to ensure that any device I use, personal or other, is not stolen and/or damaged. This includes leaving my device lying around on tables, even in locked classrooms.*
- let security software owned and operated only by Yea Primary School monitor my device for DET security and network policy enforcement.
- not use pirated software or a VPN (Virtual Private Network) while at school.

*The school will take no responsibility for personal devices that have been lost, stolen or damaged.

School Owned Technologies

School owned devices and infrastructure relate to any property that has been purchased, donated or leased to the school. This includes but is not limited to:

Desktop computers
A/V Display units
Laptop computers
Printers / photocopiers / laminators
Storage equipment
Computer peripherals
Digital Technology (ie. Robotics)
Computer Tablets
Projectors
Portable devices
Cameras

Any user found damaging or to have damaged any school owned devices or infrastructure will be responsible for reimbursing the school for any costs associated with the replacement or repair of damages to devices or infrastructure at the principal's discretion.

Ownership

- The school retains ownership of any device being used by students that is deemed property of the school device fleet.
- Parents/students should be aware that files stored on school devices, or on the school's server, are not private.
- If the student leaves the school, any devices being used by the student that is belonging to the school must returned in an appropriate state.

Damage or loss of equipment

- All school devices are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.
- Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the teacher/school.
- Students may be required to replace lost or damaged chargers as per the Principal's discretion.
- In the case of loss or accidental damage, a statement must be signed by a parent and provided to the school.
- In the case of suspected theft of a school owned device, a police report will be made by the school and a copy of the report provided to the necessary parties.
- If a device is damaged or lost, the principal or their nominee will determine whether replacement is appropriate and/or whether the student retains access to a device.
- The Principal will determine if a lack of duty of care has been taken by the student if theft or damage occurs.
- 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.
- Any student found to have installed malicious and or damaging software on a device will have network connectivity and access disabled. Only after their device has been restored, reset and or updated will access be granted once again.

User responsibilities

Students are responsible for:

- ensuring that they respect school owned devices and technologies.
- backing up their data and files securely, such as using cloud based services.
- carrying devices in an appropriate manner at all times when moving between spaces and classes.
- adhering to this Acceptable Use Agreement when using the device at all times.
- Keeping any Food or Drink away from devices at all times.
- The Laptop they are assigned at the beginning of each school year.

Please ensure you have signed the acknowledgment pages to indicate you understand and agree to comply with this agreement.

I will use this knowledge at school and everywhere I use digital technologies

2. Yea Primary School Facebook Page Guidelines

Yea Primary School Facebook Page is provided for our parents and the wider the community so that they can share news about Yea Primary and the achievements of the students and staff as well as other relevant school information.
All comments posted on this page are at the discretion of the page administrators.
Naming specific employees or students in a negative way will not be allowed. The page administrators will review all postings to make sure they do not violate the schools
Acceptable User Guidelines regarding Internet access and practices, as well as Family
Educational Rights and Privacy Act provisions.
People making comments on the page are requested to show respect for their fellow
users by ensuring the discussion remains civil, especially since Facebook allows
individuals 13 and over to join. Comments are also subject to Facebook's Terms of Use
and Code of Conduct. Remember that your name and photo will be seen next to your
comment, visible to anyone who visits the page.

We welcome your thoughts and comments and look forward to what you have to say.

However, we will not leave postings that:
➢ Contain abusive, discriminatory or inappropriate language or statements. This includes remarks that contain obscenities or are sexually explicit.
➢ Easily identify students and/or staff in defamatory, abusive, or generally negative terms. If you disagree with the content, we ask that you refrain from personal attacks or being disrespectful of others.
➢ Do not show proper consideration for others' privacy or are considered likely to offend or provoke others – i.e. don't pick fights or goad others into inflammatory debates.
➢ Malicious intent and or participation not in the spirit of civil conversation will be excluded.
➢ Are Off Topic. We will exclude comments not related to the subject of the conversation. If you have a question to ask on a different topic, please contact us via email. It is always best to start with the person most involved with your topic (classroom teacher, principal, etc.).
➢ Are spam – i.e. repeatedly posting the same comment or comments that are simply advertising/promoting a service or product.
➢ Break the law or encourage others to do so. This includes respecting copyright and fair use laws. If you are talking about somebody else's work, reference this or the person, and where possible include a link.
➢ The page administrators reserve the right to not post or remove any comments at any time, for any reason. Repeat offenders will be blocked from posting. If you have feedback or would like to report an inappropriate comment for us to review, send an email to yea.ps@edumail.vic.gov.au
➢ All statements and viewpoints expressed in the comments are strictly those of the commenter alone, and do not constitute an official position of Yea Primary School unless they are posted by the original author (who is an authorized representative of the School) or by a subject matter expert responding on behalf of the School.

Records Capture	GOVERNANCE	Number	YPS_G_P_I009.3
Drafted by	Fiona Joseph	**Approved by School Council on**	13/8/2018
Approval Authority	Debbie George	**Date Implemented**	13/8/2018
Principal	Debbie George	**Sign** _____	Date_____
School Council President	Amanda Jolly	**Sign** _____	Date_____
		Scheduled review date	2020
Reference		**Review**	Every 2 years
		Disposal	7 Years