



## ACCEPTABLE ICT and INTERNET USE POLICY

### Policy Statement:

21st Century Learning is about engaging students in learning the essential skills for success in today's world, such as critical thinking, problem solving, communication and collaboration. In the future children will be working in jobs that don't yet exist; solving problems that we don't even know are problems yet. Teaching and learning programs will help prepare our students for a world where the only constant is change.

In our efforts to support our goals and ensure our students have the best opportunities available to them we will offer the best access to digital technologies and the internet, including BYO iPad Program, shared iPad access, shared access to laptops and desktop computers and interactive TV displays.

Digital technology programs at ACPS aim to-

- Enable more students to access ICT devices on a regular basis.
- Ensure maximum learning through ICT devices.
- Build on student's current ICT practices.
- Provide the students with a differentiated curriculum through the use of ICT devices.
- Promote the safe, acceptable and responsible use of personal devices.
- Develop digital literacy and citizenship of all students.

Before using the school's Internet, it's crucial to make sure all users, staff, students and visitors understand 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 (this can be sharing personal information or images)
- being proactive in letting someone know if there is something is 'not quite right'. At home this would be a parent or guardian, at school a teacher.

These 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. Aitken Creek Primary School has developed proactive strategies that help to minimise these risks to our students.

### Implementation

#### General ICT Usage

Students must not:

- Use abusive or obscene language in any communications
- Steal, or deliberately or carelessly cause damage to any equipment
- Interfere with or change any software settings or other user's files
- Attempt to get around or reduce network security
- Logon using another user's account
- Store unauthorised types of files in their own home directories (games or other executable files)
- Send "spam" (bulk and/or unsolicited e-mail)
- Reveal personal information in any communications
- Deliberately enter, or remain in, web sites containing objectionable material
- Knowingly infringe copyright

#### Internet Usage

At school the Internet is not intended for entertainment and is used as a learning and communication tool. Although the school uses Department of Education (DET) filters the school is ensuring that as far as possible, material obtained from the Internet is not offensive or inappropriate through student education and



supervision. In the end, however, it is the responsibility of individual students to ensure their behaviour does not contravene school rules or rules imposed by parents/carers. If students come across something that is concerning them they must immediately report it to their teacher.

Students must not:

- Use 3 or 4 G wireless connections at any time
- Bring to school inappropriate or pirated content that has been downloaded at home
- Download apps, music, movies or large files without permission
- Actively search for inappropriate content

### **ICT hardware**

ICT facilities are expensive and must be treated respectfully.

**Students must not:**

- Do anything likely to cause damage to any equipment, whether deliberately or carelessly
- Interfere with networking equipment
- Eat or drink near any device

**Students must not, without permission:**

- Attempt to repair equipment
- Unplug cables or equipment
- Move equipment to another place
- Remove any protective covers or panels
- Disassemble any equipment
- Disable the operation of any equipment

Students must report other people breaking these rules and report any damage to their teacher.

### **Software and operating systems**

Computer operating systems and other software are set up properly for computers to be successfully used in the School. Students will not:

- Change any device settings unless it is part of the IBYO iPad program. (including screen savers, wallpapers, desktops, menus standard document settings etc)
- Use unauthorised programs or apps, including games without permission
- Delete, add or alter any configuration files on school owned devices
- Copy any copyrighted software to or from any computer, or duplicate such software
- Deliberately introduce any virus or program that reduces system security or effectiveness

**Network accounts are to be used only by the authorised owner of the account.**

It is the responsibility of students to ensure their user account details remain secure and that unauthorised use of their account does not take place.

**Students must not:**

- Attempt to log into the network with any username or password that is not their own
- Reveal their password to anyone. Students are responsible for everything done using their accounts, and everything in their home directories. Since passwords must be kept secret, no user may claim that another person entered their home directory and did anything to cause school rules to be broken.
- Enter any other person's home directory (drive F:) or do anything whatsoever to any other person's files
- Store the following types of files in their home directory:

Printing Students must minimise printing at all times by print previewing, editing on screen rather than on hard copies and spell-checking before printing.



## Email

Electronic mail is a valuable tool for personal and official communication both within the school network and on the Internet. As with all privileges its use involves responsibilities. Throughout the Internet there are accepted practices known as Netiquette, which should be followed. The following points should be noted:

- Use appropriate language and be polite in your messages.
- Never write hate mail, chain letters, harassment, discriminatory remarks and other antisocial behaviours.
- Do not reveal your personal address or the phone numbers of students or colleagues.
- Note that email is not guaranteed to be private. All school emails are filtered for inappropriate content. Messages containing inappropriate content are automatically reported to the ICT Manager.
- Teachers will set their own guidelines for use of email in class time.

### **The School Web site Material placed onto the school web site must:**

- Be checked for appropriateness and (as far as possible) accuracy
- Not violate copyright
- Have the written permission of a parent/guardian if student images are uploaded
- Not contain the home address or home phone number of an individual
- Only contain first name of students
- Links to sites beyond the school site must be checked for appropriate content. It must be recognised that the content of external sites may change after links have been made, and the school cannot be held responsible for the contents of linked sites, but the school

### **Consequence for breach of guidelines More than one may apply for a given offence. Serious or repeated offences will result in stronger actions.**

- Removal of network access privileges
- Removal of email privileges
- Removal of internet access privileges
- Removal of printing privileges
- Paying to replace damaged equipment
- Other consequences as outlined in the school discipline policy

This policy was last ratified by School Council on: 21st June 2017



## Acceptable ICT and Internet Use Student Agreement

**When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:**

- be a safe user whenever and wherever I use that technology
- be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them and never write or participate in online bullying
- report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.

**When at school I agree to:**

- behave according to the school expectations when online or using mobile technology
- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs or files
- not go looking for inappropriate content
- use an 'online name' or avatar when sharing my work online
- remember that the content on the web is someone's property and ask my teacher or parent to help me get permission if I want to use information or pictures
- think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)
- talk to my teacher or another adult if:
  - I need help online or I am not sure what I should be doing on the internet or I come across sites which are not suitable
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private or I feel that the welfare of other students at the school are being threatened.

This Acceptable Use Policy also applies to students during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:.....

Student Signature:.....

Parent Permission I agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with him/her. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or ACMA Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature: .....

Date: .....

**When this Acceptable Use Agreement for the use of the school's internet has been completed and signed please return it to the School.**



## Advice for Parents to Support their Child's Online Activities

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 communicate.

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
- Use the internet 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 phones.
- ask questions such as the following 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?