



Beldon Primary School ICT Policy

Rationale

Beldon Primary School ICT policy adheres to the DET Students Online policy, and documents procedures to be undertaken when using technology in the school setting that will protect, inform and educate staff, students and parents in their use of the DET online services.

Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour.

Purpose

Access to online resources can support individual and group projects, collaboration, the curriculum and syllabus, and promotes team work. Their use encourages the kind of independence and problem solving skills required for students in our society.

Guidelines

Access and Security

As per Beldon P.S. Online Usage policy (see below) the school will advise parents that while the Department will make every reasonable effort to provide a safe and secure online learning experience for students when using the Department's online services, it is not possible to guarantee that students will not be exposed to inappropriate material.

To make students and parents aware of their obligations and risks associated with online services, they will be provided with and asked to sign and return the *Acceptable Usage Agreement* (see below) forms to the school. Teachers will be required to ensure that their students understand the agreement by discussing it at the commencement of each school year, plus refer to it throughout the year. Teachers must receive an Acceptable Usage Agreement signed by the student or parent before granting students access to online services.

Staff will:

- provide appropriate supervision for students using the Internet and other online services at school and will issue and maintain student passwords in a confidential and secure manner.
- promote the use of strong passwords for students who can cope with the complexity. Stronger passwords:
 - contain a mixture of alphabetic and non-alphabetic characters;
 - are changed frequently;
 - do not contain dictionary words;
 - do not contain easily identifiable information such as date of birth etc;
 - do not contain any part of the account identifier such as the username; and
 - are not written down.
- never allow students access to a teacher's computer when logged on under a teacher password.

When publishing group photos of students in the Newsletter or on-line, it is recommended that students only appear in school uniform or day clothing, and surnames are deleted.

Cyberbullying

Teachers must:

- advise students they should not reveal personal information including names, addresses, financial details (e.g. credit card), telephone numbers or images (video or photographic) of themselves or others, or any information that may identify individuals;
- make students aware that, since their online services email address contains their personal name, this address should also be protected and should never be used in non-school online communications; and
- engage students (including JP) in Cyberbullying and Netiquette sessions in first term each year, teach students what to do when inappropriate material is accessed online.

Misuse and Breaches of Acceptable Usage

As per BMIS procedures.

Teachers must inform students of the consequences of misusing online resources and possible legal liability. (See Acceptable Usage Agreement - below)

Intellectual Property and Copyright

Teachers must advise students of the legal requirements of copyright when using digital resources.

Guidelines for Teachers

Teachers are expected to:

- act in accordance with the DET *Students Online* policy and teachers *Duty of Care for Students*;
- use the school network folder structure as per DET guidelines, ensuring that folders are regularly audited for the coming year;
- use the DET Portal to correspond within the school or wider community;
- are aware of their responsibilities for supervising student use of online services as laid out in this policy and the *Duty of Care for Students* policy;
- maintain an informed view of the relative risks and educational benefits of online activity by their students. A variety of resources are available from Net Alert <http://www.netalert.gov.au> to assist with this including wall charts, quick reference guides and detailed background information;
- ensure that students are aware of the possible negative consequences of publishing identifying information online including their own or other students' images;
- are aware of the steps to take and advice to give if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public; Students Online 8.2
- teach students to save work into their My Documents in the current years Learning Areas and use relevant file names for naming work;
- use the Get Work and Hand in Work facilities to enable students to access websites or worksheets placed online for curriculum purposes (Curriculum T Drive);
- engage students in educational "free-time" activities, not games; and
- teach students to ask permission to print, and ensure they do so responsibly.

Conclusion

This policy is to be considered in the context of the School's stated Purpose and Ethos Statement. The policy is also related to the School's BMIS policy.



Online Consent Form

Dear parent / responsible person

Our school now provides access to the online services provided by the Department of Education. These increase the range of teaching tools available to staff and will enhance the opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as webconferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your son or daughter making use of these online services, please complete the permission slip attached to this letter. You will also need to ensure that your son or daughter reads or understands the Acceptable Usage Agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such 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 since it is not conducted via the Department's network and that you are responsible for supervision of your child's use of the internet from home.

Yours sincerely

Mary Blechynden

Principal

ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS P-6

Online Rules

I agree to follow the online rules set out below when I use the internet or a log-on account:

- I will ask the teacher first before using the school computer.
- I will not give my password out to others.
- I will not let other people log-on to my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use material from the internet if I have asked the teacher.
- If I download material or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the internet or my online account in a way that I shouldn't I may not be able to use these in the future.
- I may be legally liable for misuse of the computer and the police may be contacted.

I agree to abide by the *Acceptable Usage Agreement* for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____

(and/or responsible person)

Date _____

Office use only: Date processed: / /

Processed by

Note: ***One copy of this agreement is to be returned to school and the other kept by student/parent.***

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