

INFORMATION & COMMUNICATION TECHNOLOGIES ACCEPTABLE USE POLICY

Introduction

The use of the computer network at Goornong Primary School is incorporated in almost every aspect of our teaching and learning programs. We believe that it is important for our staff and students to develop the skills necessary to become responsible, reliable and respectful users of digital technologies.

1. Use of Computers and other Equipment

The care and correct use of our computer equipment is vitally 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 our computers and other equipment at all times.

1.1 General Rules of Usage

- Hands should be clean at all times when using any computers.
- No food or drink is permitted near any computers at any time.
- Modifying any settings on the computers (eg backgrounds, screensavers, video settings, shortcuts, etc) is not permitted without permission from a teacher.
- Under no circumstances is it permitted for any software to be transferred between school and students' homes without teacher permission. This includes any project files, files downloaded from the Internet, via email, music etc.
- USB drives and CD's from home are not to be used in the school computers without permission.
- If in doubt about what is permitted at any time, students must ask a teacher.
- School computers are fragile and are to be treated with care and respect at all times.
- School computers are ONLY to be used for activities set by the teacher.

1.2 Use of the Internet

At Goornong Primary School, the Internet is an important resource for many teaching and learning programs. The emphasis at our school is on the careful and responsible use of the Internet for school-based projects. The Internet is not to be used for entertainment or other non-educational uses. Deliberate misuse of the school's Internet facilities will result in the application of the Consequences for Disregard of the Acceptable Use Policy as set out in Section 3 of this document.

1.3 Acceptable Use of the World Wide Web

- Teachers will ensure adequate supervision of students when they are accessing the World Wide Web at school.
- Students must only use the World Wide Web for activities as instructed by the teacher.
- Students must always seek permission from a teacher and be under teacher supervision at all times when accessing the World Wide Web.
- Students will not look for, view or download unacceptable graphics, sounds, or text files at any time. If students are unsure of what is acceptable, they are to ask a teacher for assistance.

- The downloading of ANY material from the Internet requires permission from a teacher.
- If students should accidentally access a site with unacceptable material on it, they should immediately tell a teacher.

1.4 Acceptable Use of Communication Programs (Email, Blogs, Messenger etc.)

- Teachers will ensure adequate supervision of students when they are accessing communication Programs at school.
- Students should only use communication programs for activities as instructed by the teacher.
- Students should always use normal, polite and considerate language when using communication programs to send and receive messages.
- Students must gain permission from a teacher before sending any messages anywhere.
- Sending any personal information (full name, address, phone numbers, etc) via any communication program is strictly forbidden.
- The exchange of other files (graphics, sounds, etc.) using the communication programs at school is unacceptable without teacher permission.
- If students should receive a message via any form of communication through digital technology which makes them feel uncomfortable, they should immediately tell a teacher.

Children in all grades have their own folder on the Network File Server. It is each child's responsibility to maintain their folder and its contents. Unacceptable files found within these folders will be immediately removed. Should any child find an unacceptable file within their own folder, they should immediately inform a teacher.

2. Consequences for Disregard of the Acceptable Use Policy

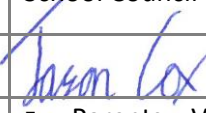
All students at Goornong Primary School have a right to use the extensive digital Learning Technologies facilities available to them. They also have a responsibility to use it sensibly and maturely. In any instance where students are unable to meet the expectations of the Acceptable Use Policy, the following system of penalties will be applied as appropriate.

1. First Offence - Verbal warning to student.
2. Second Offence – Second warning given to student and parents contacted to inform them of the misuse.
3. Third Offence – short term (one week) suspension from using any digital technologies within the school. Parents contacted.
4. Fourth Offence – long term (one month) suspension from using any digital technologies within the school. Interview arranged with parents and student.
5. Any subsequent offences would be dealt with under school wide suspension procedures.

**** Please note that should a deliberate or particularly offensive act occur, steps 1 – 3 may be bypassed.****

All offences and actions taken will be reported to the Principal. Students will be made aware of these penalties at the beginning of each school year.

Evaluation:

Date Reviewed	18.09.2017
Approved By	School Council
Approval Authority (Signature & Date)	
Communication Procedures	<ul style="list-style-type: none">▪ Parents – Via school website and on request.▪ Staff – Via Induction pack.
Next Review Date	Sept. 2020 or as necessary.

APPENDICES

The schools' support for responsible and ethical use of technology?

Goornong PS uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At our school we have a cyber-safe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

These may include:

- provide a filtered internet service
- provide supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement

Should your child be found to use the school's Information and Technology resources inappropriately your child will be counselled and some penalties may apply.

These may include:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of mobile device
- paying to replace damaged equipment
- other consequences as outlined in the school discipline policy

Advice for Parents

Please keep this as a resource to use at home

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 chat. The internet can be lots of fun.

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 like MySpace, Bebo or Pixo (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up 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 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?

Support information for parents around the agreement

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

Our school believes the teaching of cyber-safe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Behaving according to school Code of Conduct

The school's Code of Conduct encompasses not only the rules of the school, but also those desired behaviours and values that your school community believes are important for all students.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:

- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space - use the block feature
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it)

Being respectful online and not participating in online bullying or hurtful behaviour.

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as 'free', but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all school equipment and student work at risk.

Not looking for rude or offensive sites.

Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

Using the internet/mobile technology at school to learn.

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Asking teacher to help get permission before using information or pictures

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you say to your child, "Tell me about wombats" you might encourage him/her to copy and paste facts and images about the wombat. However, if you ask "What would a day in the life of a wombat be like?" you may encourage your child to think about different aspects of the animal's life and draw together the different pieces of information.

Talking to my teacher or another adult if I need help or see something I don't like online

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au

Questions for teacher/ parent/ student discussion

What can you do?

- You found the car picture online you were searching for, but it includes a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend has an online profile published (not set to private) you can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music to download.

GOORNONG PRIMARY SCHOOL

ACCEPTABLE USE POLICY – STUDENT CONTRACT

Please read the school’s Acceptable Use Policy for Digital Learning Technologies and then sign and return this contract to the school.

I agree to follow all the rules regarding the use of the computers, Email, and the Internet as set out in the ‘Computer Network Acceptable Use’ Policy.

Student Name:

Grade:

Student Signature:

Date:

Dear Parent, please sign below to indicate your agreement with this policy.

.....
(Signature of Parent)

.....
(Print Name Clearly)

.....
(Date)