ICT GUIDELINES AND INTERNET USAGE POLICY

Our school has 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.

Your consent for your child to responsibly use these online services will involve the school using the student's full name, preferred name, class and year to create a unique online services account.

Student access to the internet is contingent on abiding by the users' Code of Conduct outlined further in this document.

At Darlington Primary, the Department's online services currently provide access to the internet and individual email accounts for all students, with all reasonable care taken by the school to monitor and control students' access to web sites while at school;

Please ensure that you and your son or daughter reads and understands the acceptable usage agreement.

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. The school has strategies in place to teach children responsible browsing and net-etiquette and students are taught appropriate steps to take when inappropriate material is accidentally accessed.

Please be reminded that general internet browsing that your child undertakes from home or from locations other than school is **not** monitored or filtered by the Department since it is not conducted via the Department's online services and that you are responsible for supervision of your child's use of the internet from home.

Darlington Primary School
ICT Guidelines

Rationale
Darlington Primary School ICT Guidelines 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 Darlington Primary 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.

Students will be aware of their obligations and in regard to risk the use of online services, as per the *Acceptable Usage Agreement* (see below).

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.

The **Consent Form** (as attached) and the **Acceptable Usage Agreement** must occur before granting students access to online services.

Staff will:
• provide appropriate supervision for students using the Internet and other online services and will issue and maintain student passwords in a confidential and secure manner.
• never allow students access to a teacher's computer when logged on under a teacher password.
• 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.

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

• engage students in Cyberbullying and Netiquette sessions each year and teach students what to do when inappropriate material is accessed online.

Misuse and Breaches of Acceptable Usage

- **As per Positive Engagement Policy 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:

• adhere to the DET *Students Online* policy and *Duty of Care for Students*;

• use the school network as per DET guidelines, ensuring that folders are regularly audited

• use the DET Portal to correspond within the school or wider community;

• be aware of their responsibilities for supervising student use of online services

• maintain an informed view of the relative risks and educational benefits of online activity by their students. Resources from Net Alert http://www.netalert.gov.au including wall charts and quick reference guides will be on display in classrooms as appropriate.

• 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 if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public

• teach students to save work and use relevant file names for naming work;

• engage students in educational activities, not games

• teach students to ask permission to print, and ensure they do so responsibly.

Conclusion

These guidelines are to be considered in the context of the school's vision and are also related to our Positive Engagement Policy.

ACCEPTABLE INTERNET/ONLINE USAGE AGREEMENT
STUDENTS K-6

If you use the online services of the Department of Education you are agreeing to the following rules:

- I will use school computers / mobile technologies only with permission.
- I will follow all instructions from teachers when using school computers/iPads.
- I will keep my password to myself.
- I will not let others access online services under my log-on.
- I will not access other people's online services accounts.
- I am responsible for anything that happens when my online services account is used.
- I will not attempt to access inappropriate material / internet sites.
- I will tell my teacher if I think someone is using my online services account.

➢ I know that the school and the Department of Education may see anything I send or receive using the email service.

➢ I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.

➢ I will follow the instructions of my teachers and only use online services for purposes which support my learning and educational research.

➢ I will use material from web sites only if I have permission to do so.

➢ If I use material that I have found on the web services, I will say where it comes from.

➢ If I see any information /images that makes me feel uncomfortable I will tell my teacher straight away.

➢ I will ensure that all personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others is not revealed to anyone online.

➢ I will ensure that the computers, iPads, and computer networks of the school, the WA Department of Education or any other organisation are respected and kept in a good condition.

I understand that:

➢ If I use the internet or my log-on account in a way that I shouldn't I may not be able to use these in the future.

➢ I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account.

➢ I may be legally liable for the misuse of the computer and the police may be contacted.

I understand that if I break any rules in this agreement, it may result in disciplinary action, determined by the principal in accordance with the school's *Positive Engagement Policy*.

Consent Form

At **Darlington Primary** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

☐ Yes, I give consent to my child to have his/her image and/or work published.

☐ No, I do not give consent.

INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

☐ Yes, my child has permission to access the internet in accordance with school policy.

☐ No, I do not give consent.

VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

☐ Yes, I consent to my child viewing items with a 'PG' rating if deemed appropriate.

☐ No, I do not give consent.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

☐ Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.

☐ No, I do not give consent.

Name of student: _____ Year/Class/Room: _____

Name of person signing the consent form:
Title: _____ First Name: _____ Second Name: _____ Surname: _____

Signature: _____
Please indicate relationship to the student (e.g. parent/guardian/responsible person): _____