INTERNET ACCEPTABLE USER POLICY

RATIONALE:
Findon Primary uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly.
Each student has been asked to agree to use the internet responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide, so as to increase skills, knowledge and abilities.

AIMS:
• To improve student learning outcomes by increasing access to worldwide information.
• To develop skills in discriminate and appropriate internet usage.

IMPLEMENTATION:
At Findon Primary:
• We provide all students and staff with censorship filtered internet and email access. All students and staff have their own password protected internet account and log on. Such access is a privilege that infers responsibility and not simply a right to be expected.
• We provide supervision and direction during internet use.
• We have literacy & numeracy programs that incorporate Information Communications & Technology (ICT)
• We work towards setting tasks that ask your child open questions, so they can’t copy and paste all answers from the internet.
• We reinforce the importance of safe and respectful use of the internet in all curriculum areas.
• We provide support to parents to understand this agreement (e.g. language support)
• An e-learning coordinator is appointed, who will liaise with staff and the technical support technician to manage all email access, maintain the school’s web site, web filters, and all other issues related to internet access by students.
• Work to ensure that information published on the internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
• Provide password protected email accounts. Users will be responsible for clearing their mailboxes regularly.
• We will provide guidelines on access rights for different user levels.
• We encourage all students to be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
• We encourage all staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
• Enforce consequences of publishing, accessing or failing to notify the coordinator of inappropriate material including the removal of access rights.
• Require signed parent and student consent to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
• Recognise and respect the privacy of students, parents, staff and other at all times when identifying students, only the student’s first name and last initial will be used.

EVALUATION:
• This policy will be reviewed with whole staff, student, parent and community input as part of the school’s three-year review cycle

REFERENCE:

Ratified by School Council March 2010
Review date March 2012

Internet Acceptable Usage Policy Attachment
Attachment A - Recommended actions for teachers dealing with inappropriate content:

Step 1. Exit screen as quickly and discreetly as possible. (Inform Principal if Parents might find it offensive)

Step 2. Explain to students that pop ups occur from unlicensed sites and we have no control over them.

Step 3. Discuss that unfortunately these things might happen at school and home and it is important for them to understand how to respond responsibly in these situations.

Step 4. Remind students that we by using a computer have agreed to an acceptable use policy which states if we don’t exit these unwanted and inappropriate pop ups immediately they are breaching the ICT acceptable use policy and consequences will occur.

Step 5. Remind students that all internet usage is tracked and we can identify which person was on a website and for how long if need be.

Step 6. Discuss how students should never download or accept any pops from the internet as they will most likely contain viruses.

Step 7. Discuss students how they should handle the same situation at home.
ICT & DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Findon Primary uses the technology as a teaching and learning tool. We see technology as a valuable resource but acknowledge it must be used responsibly. Each student is required to agree to the terms stated below and without agreement will not be provided access to any computers or internet at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. However there is a process in place should something inappropriate occur. The internet provides students with unprecedented opportunities to obtain information and engage in discussion to increase skills, knowledge and abilities.

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

- Be Responsible - whenever and wherever I use technology.
- Never access bully - always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).
- Keep personal details private - never give out personal details including full names, telephone numbers, addresses, photos, and passwords and login details.
- Use technology for purposes specified by my teacher or parent at school and home. (e.g. not looking at rude or offensive sites)
- Block pop ups - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. Skype & MSN)
- Respect the work of another student.
- Follow copyright laws and website terms at all times, e.g. example not sharing music or videos or bring illegally downloaded software/media. Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.
- Follow any terms of use I have agreed to online (e.g. age restrictions on social networking sites).
- Keep myself safe - I will keep myself safe in the internet by only communicating with people that I know.
- Talk to my teacher or another adult if;
  - I need help online
  - I am not sure what I should be doing
  - I come across a website which is not suitable for school
  - If I feel unsafe or uncomfortable online, e.g. or someone writes something I/my friends don't like
  - If I see a friend being unsafe or being made to feel uncomfortable by others
  - If someone asks me to provide information that I know is private
  - I believe that someone else is doing something inappropriate using technology

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet and technology at school if I do not act responsibly.

When I use my mobile phone, iPod, DS or any other mobile digital device I agree to:

- Take full responsibility for it - keep it stored safely in my bag. Findon recommends that precious items are not brought to school.
- Never let it interrupt my learning - Keep my phone on silent during school hours, in my bag, during class times and only make or answer calls before or after school.
- Be responsible. Not use the device to find, create or send information that might be inappropriate or hurtful.
- Protect the privacy of others. Never post private information about another person.
- Only take photos, record sound or video when it is part of a class or lesson, with permission.
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Seek adult permission before uploading any content to websites, blogs or other shared online spaces.

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: .............................................Class................. Date.................

Regards,

Classroom Teacher............................... Angelika Ireland Principal

Lauren Black eLearning Leading teacher

We hope you’ll discuss this issue with your child and reiterate the fact that both the internet and access to technology at school is a privilege and needs to be treated as such. Please send this letter back to school signed to acknowledge you have seen it and discussed it with your child.

Parent Signature .......................................................... (This needs to be returned to school, so we are aware you informed of this incident).

Internet Acceptable Usage Policy Attachment
Using the Internet at Home

Support information for parents about guiding your children to use the internet safely

When I use technology, both at school and at home I have responsibilities and rules to follow.
Findon Primary believes the teaching of cybersafe 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
Findon’s acceptable use contract encompasses not only the rules of the school, but also those desired behaviours and values that your school community believe 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 line 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 or images 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.