ICT ACCEPTABLE USE POLICY

1. **RATIONAL**

   At Chatham Primary School we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.
   Chatham Primary School believes the teaching of cybersafe and responsible online 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 collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to act responsibly and safely by themselves and when working with others online.

2. **PURPOSE**
   2.1 To support and educate students to be safe and responsible users of digital technologies and the internet
   2.2 To reinforce understanding of the online and digital learning tools students can use for their learning.
   2.3 To assist students to be aware and alert to signs of inappropriate use of online and digital learning tools and to take responsibility to report to staff.
   2.4 To consider the responsibilities of collecting and protecting one's own privacy and personal information
   2.5 To raise our students' awareness of issues such as online privacy, intellectual property and copyright.
   2.6 To provide information to students and parents about the school's program and practices and to describe expected and acceptable behaviours as outlined through the school's Acceptable Use Agreement.

3. **GUIDELINES FOR ACTION**
   3.1 Use of the school's devices and/or network to access the internet will be governed by an Acceptable Use Agreement
   3.2 The Acceptable Use Agreement is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.
   3.3 Release of devices to students, and independent student use of devices and the internet at school, will only be permitted where parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of use and standards of conduct established in the Acceptable Use Agreement
   3.4 While we do not ask staff to sign a written agreement, the Guidelines do apply to them. Staff should also be familiar with the DET Acceptable Use Policy which can be found at DEECD Acceptable Use Policies
   3.5 Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their internet access and access to devices.
   3.6 Students and staff must not use their device or the school network in breach of a law or to commit an offence.
   3.7 The use of the school's network is subject to the Acceptable Use Agreement. This means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with, the educational or administrative functions of the school.
   3.8 The Acceptable Use Agreement is intended to operate within and be consistent with existing school policies and procedures in areas such as:
   - **Bullying (including cyber-bullying) & Harassment**
   - **Student Wellbeing**
   3.9 Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher immediately.

3.10 Teachers must supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working online spaces including reviewing and considering the safety and appropriateness of online tools and communities.

3.11 Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.

3.12 Respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.

3.13 All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

3.14 Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Agreement

3.15 For breaches of the Acceptable Use Agreement students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;
- 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 determined by the school's discipline policy

For Staff;
- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

3.16 Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks (including about an individual or group's race, religion, national origin, physical attributes, or sexual preference) will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

3.17 While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

3.18 Mobile phones should be turned off once a student is inside the school grounds and these should be kept in the student's school bag at all times during school hours unless instructed to remove them by a staff member

3.19 This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

4   IMPLEMENTATION
The school will implement this policy in 3 phases:

PHASE 1: Awareness and behaviour

4.1 DET guidelines will be followed in relation to staff professional development related to cyber safety

4.2 The school will purposefully raise awareness with students and parents of cyber safety and acceptable use of technology and its characteristics

4.3 The school will provide a range of learning experiences that promote responsible and safe online behaviour, and use of digital technologies

4.4 When in and outside the classroom, staff will be actively vigilant in observing student behaviour when engaging with the internet and digital technologies

4.5 The designated school technician will follow DEECD guidelines in relation to internet security and appropriate filters

PHASE 2 - Early Intervention:

4.6   Students and staff will report incidents involving themselves or others

4.7   Staff will follow accepted school protocols in relation to unacceptable behaviour, if incidents occur

4.8   Parents are encouraged to contact the school if they become aware of a problem

4.9   From Year 2 onwards an Acceptable Use Agreement for the internet and digital technologies will be signed by students and their parents with the contents of this document being communicated annually, to parents and students

PHASE 3 – Intervention, if an incident occurs:

4.10 All incidents or allegations of inappropriate use will be fully investigated and documented, with all participants offered counselling and support

4.11 Consequences consistent with the Student Code of Conduct will be applied

6.   EVALUATION

6.1 This policy will be reviewed as part of the three yearly review cycle

6.2 Records of incidents and repeat incidents will form part of the review

LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- DET Using Technology to Support Teaching

Appendix A: Acceptable Use Agreement for devices and the Internet

ACCEPTABLE USE POLICY STATEMENT FOR INTERNET AND DIGITAL TECHNOLOGIES

Rationale:

With the ever increasing range of digital technologies at the fingertips of young people, it is important that students of Chatham Primary School continue to be safe and active users of this technology. Chatham Primary School believes the teaching of cyber safe and responsible online 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 collaborating. Chatham Primary School uses the internet and digital technologies, including those with the ability to take photographs and social media applications, as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Definitions:

This policy applies to student use of ICT. Staff at Auburn PS will fully comply with the DEECD guidelines around acceptable use for DEECD employees. Consequences for misuse are applied by DEECD, the employer.

Online technologies can include, but is not limited to, the use of internet based blogs, wikis, email, instant messaging (such as Skype), online forums and communities.

Digital and mobile technologies can include, but is not limited to, digital cameras, netbooks, lap tops, iPods, iPhones, iPads, iPod Touch, and mobile phones.

Cyber safety is the safe and responsible use of Information and Communication Technologies (ICT).

Acceptable and appropriate use means using these technologies in a way that supports individual or group learning, as instructed by an educational professional and *DOES NOT* distress or harm any other person in any way.

ICT ACCEPTABLE USE AGREEMENT

Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:
- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends, classmates and teachers by thinking about how the things I do, show or say or share online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or unkind messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' and other student's and teacher's information in the same way
- protect my passwords and don't share them with anyone except my parent/ teacher
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- ask permission before photographing or filming people and should seek written permission before posting images or videos of others
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

My ideas on safe and responsible behaviour

When I use digital technologies and the internet **I communicate respectfully.** This means I:

(write or draw…)

When I use digital technologies and the internet I **protect personal information.** This means I:

(write or draw…)

When I use digital technologies and the internet I **respect myself and others.** This means I:

(write or draw…)

Student agreement/licence

_____

(principal or teacher)

acknowledges the commitment of

_____

(student)

to being a polite, safe and responsible user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

_____   _____

Student's signature   Teacher/Principal's signature

Date: _____

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

Signature

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if my child does not behave appropriately

Student's name: ……………………………………………………..

Student's Signature: ………………………………………………………

Grade: ………………………………..

Parent's Name: ………………………………………………………..

Parent's Signature: ………………………………………………………

Date: ……………………..