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|  | **COMPUTER & ONLINE USE POLICY** | |
| Policy reveiwed by:  Kathie Arnold and Jamie Sharp | | Ratified at school council:  To be reviewed:  August 2021 |
| **STATEMENT:** | | |
| Online communication and devices that access this realm offers huge potential benefits for teaching and learning. It allows opportunities for students and teachers to contribute to the world community. Blogs, social networking spaces such as Facebook and instant messaging tools such as Messenger are now part of students' and staff life.  Students and teachers can:   * \* explore the world online * \* access rich information resources to support research and investigations * \* communicate and collaborate with people all over the world * \* publish and upload content online   Before our students start to use digital devices to explore the online world, it's crucial to make sure everyone understands what they should and shouldn't be doing.  Behaving safely online means:   * \* protecting their own privacy and personal information * \* selecting appropriate spaces to work and contribute * \* protecting the privacy of others (this can be sharing personal information or images) * \* being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher   These principles of safety and responsibility are not specific for online usage but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students. | | |
| **GUIDELINES:** | | |
| We have an annually signed ICT student agreement called Aldercourt Primary School Computer Usage & Internet Agreement (CU&IA) – Appendix A - that all children are aware of and sign about the expected behaviour on the internet by all students at Aldercourt Primary School. This agreement is updated each year to reflect the ongoing nature of technologies.   * Use of the school’s devices to access the online world, will be governed by our Computer Usage & Internet Agreement for the Internet and mobile devices. * The CU&IA 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. * Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions established in the CU&IA * While we do not ask staff 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 [DET Acceptable Use Policies](http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx) * Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school * The use of the school's network is subject to the CU&IA for students (see appendix A). Briefly 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. * Alongside the CU&IA parents/carers are asked to return a signed copy of the Publication Permission notice which explains how student works and images may be published to the media, via the school’s website, FaceBook page or the newsletter to the greater community. Parents have the option of opting in or out of this right. Until we received a sign form back from parents it is deemed that they have opted ‘out’ of this right.   + 1. The CU&IA is intended to operate within and be consistent with existing school policies and procedures in areas such as: * **Bullying** * **Student Engagement** * **Supervision and Duty of Care**   **3.4.2** Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks 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. Our school is a member of eSmart and our policies and attitudes towards appropriate use is to be reflected at all times. Our Bullying Policy goes into greater detail on the effects of Cyber Bullying  **3.5** 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. | | |
| **RESPONSIBILITY AND ACCOUNTABILITY:** | | |
| * 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 or the administration as appropriate, immediately * All messages created, viewed, 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 can be disclosed to law enforcement and other third parties without prior consent from the sender. * For breeches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breech 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. Furthermore, students who offend will have documentation about the offence recorded and filed. Their parents will be informed via a written statement, and in most cases will be phoned by a member of staff about the offence and the action to take place.   **For Students;**   * removal of online access privileges * removal of printing privileges * paying to replace damaged equipment   **For Staff;**   * Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken | | |
| **COMPUTER USAGE & INTERNET AGREEMENT** | | |
| At the time of creating/modifying this policy our 2017 Computer Usage & Internet Agreement was in action for all students.    **COMPUTER USAGE &**  **INTERNET AGREEMENT 2017**  **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand that I am responsible for my own actions while using the Internet as a learning tool.  I understand that I must display a full understanding of this agreement and further lessons before being accepted to hold any sort of licence.  The Internet, like the real world, is a place where there are lots of places to go and visit and explore. Like the real world there are places that are suitable only for adults and many places that are more suited to children.  With this understanding, I agree to the following rules:   * Use common sense at all times * Never give out personal information such as a phone number, access or password * Represent myself honestly at all times * Check with the teacher to see if I am permitted to access the internet * Disengage from people who are nasty, argumentative or acting inappropriately * Contact the teacher immediately if I have trouble getting out of a difficult situation * The classroom teacher will keep this agreement for the current year.   I understand that:   * Serious breaches of the rules regarding internet usage will result in an indefinite loss of this privilege * If I do not return this signed agreement I will not be permitted to use the Internet.   Student Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_  As a parent/guardian of the above signed student I agree to the terms and conditions of this  agreement and grant permission to (student) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ learning  on the internet.    Parent Approval Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |