THE PATCH PRIMARY SCHOOL

Internet Usage

Rationale:
The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide 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:
- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet (including Victorian DET approved filtered google access) and email access. All students and staff will have password protected internet accounts, email accounts and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- An internet coordinator will be appointed, who will liaise with staff and the support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes 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.
- Students email access will be through Victorian Department of Education Netspace, monitored by DET monitoring tools, Internet coordinator monitoring and Technician in Schools monitoring.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see attached) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
- Google Apps for Education will be introduced for all students, and Victorian DET approved Risk Management, consent forms and standards of usage will be followed.
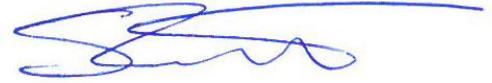
Evaluation:
- This policy was originally formed, and will be reviewed in consultation with all members of the wider community (all staff, parents, students, and interested members of the community) as part of the school's five - year review cycle.

Principal   **School Council President**

Internet and Email Code of Practice
ACCEPTABLE USE OF DIGITAL
TECHNOLOGIES AGREEMENT

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. They visit their favourite websites, play games and use social media apps.

The Patch Primary School recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At The Patch Primary School we:
- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for education purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

Student Agreement

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.
This means I:
- Never send mean or bullying messages or pass them on, as this makes me a part of the bullying
- Don't use actions online to be mean to others (this can include leaving someone out to make them feel bad).
- Don't copy someone else's work or ideas from the internet and present them as my own (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.
This means I:
- Protect my friends, teachers and parents information in the same way
- Protect my passwords and I don't share it with others
- Don't join a space online without my parents or teacher's guidance and permission

- Never answer questions online that ask for my personal information

When I use digital technologies I **look after myself and others** by thinking about what I share online.
This means I:

- Never share my friends' full names, birthdays, school names, addresses and phone numbers because that is their personal information
- Speaking 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
- Speak to a trusted adult if I know someone else is upset or scared
- Stop to think about what I post or share online
- Use spaces or sites that are right for my age
- Don't deliberately search for something rude or violent
- Either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- Am careful with the equipment I use.

I understand that breaches of the rules will see me lose my access rights for a period of time determined by my teacher and the Principal.

STUDENT NAME:	
STUDENT SIGNATURE:	
DATE:	

Parent/Guardian Agreement

I understand that the school will provide adequate supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I consent to my child having their first name published on the school's internet site.
I consent to my child having their picture published on the school's Internet site.
I consent to my child corresponding with others, using filtered email or similar cyber tools.

PARENT NAME:	
PARENT SIGNATURE:	
DATE:	