Internet Policy

Purpose

The school recognises that student instruction and student learning will change as digital technologies including the Internet, alters the way in which information can be accessed. The school also recognises the need for students to be safe and responsible users of the Internet and other technologies.

The Internet policy:

- Enables students to access information to enhance classroom teaching and the curriculum
- Ensures that students understand the safe and responsible online behaviours required for the use of digital technologies including the Internet
- Raises student awareness of issues such as online privacy and intellectual property including copyright
- Ensures that the school's digital technologies are used appropriately at all times.

Guidelines

Students need to be explicitly taught to be safe and responsible users of digital technologies Parents should work collaboratively with the school to help students to develop and use appropriate digital technology behaviours.

Implementation

- Acceptable Use Agreements and Consent forms will be used to outline what constitutes acceptable use of internet, Chromebooks. iPads and other online and digital communities relevant to the school
- The Acceptable Use Agreement (AUA) is the school's declaration of its Duty of Care
- A copy of the completed and signed Acceptable Use Agreement will be kept on file at school
- It is understood that the students' signing of these agreements is a way of raising awareness and is not legally binding on those students
- The Agreements will be communicated and reviewed regularly. The Agreements are also intended to assist parents to support their child's internet use at home
- Parents will be encouraged to discuss, develop and implement a similar 'family agreement' at home to assist students to understand what is and isn't appropriate behaviour any time they are online

- Students and their parents/carers need to sign the Acceptable Use Agreement prior to students being able to gain access to the internet, or to publish any work, photos or videos on the internet
- Students may only publish and print work with the permission of a teacher
- Students who breach the Internet Acceptable Use Agreement may have their access privileges removed for a period of time
- All staff and students will have their own password protected log on credentials
- Staff must supervise students when using the internet for educational purposes
- Teachers will explicitly teach students how to use digital technologies including the internet and safe internet behaviours
- Education about internet safety and cyber-bullying will be addressed as part of the Student Engagement and Wellbeing Policy and Bullying, Cyber-bullying and Harassment Policy
- The privacy of students, parents, staff and other users must be recognised and respected at all times
- The school will provide a filtered internet service, but acknowledge that full protection from inappropriate content can never be guaranteed
- Students only have access to the internet through the school's filtered internet provider
- The Information and Communications Technology (ICT) Coordinator will liaise with staff and the technical support person to manage all email access, maintenance of the school's website and web filters
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency
- Teachers must respond to issues or incidents that have the potential to impact on the wellbeing of students
- The school is required to report illegal online activities to the police
- The school should support parents/carers to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child
- The school's Student Engagement and Wellbeing Policy, Behaviour Management Policy and Duty of Care Policy underpin this policy
- Digital technology including Internet usage issues will be addressed when appropriate at staff meetings
- The school should inform parents of the Internet Policy.

Consent:

Posting and sharing information online about a person other than yourself or in any other way requires consent.

- Consent must be fully informed, freely given, current and specific in how the information will be present and to whom it will be presented
- The school will require signed authority for any work, images or information posted on line
- Consent can be withdrawn at any time. The school would then be required to remove the content/resource immediately.

Resources

This policy is underpinned by:

- Duty of Care Policy
- Behaviour Management Policy
- Mandatory Reporting Policy

- Student Engagement and Wellbeing Policy
- Student Welfare Policy

4. Evaluation

4.1 The Education Sub Committee and Weeden Heights staff will review the effectiveness of the school's Internet Policy on a cyclical basis in accordance with the Department of Education (DE) guidelines and priorities.

Appendix A: Classroom actions for teachers and students
Copyright, Email and Publishing

Classroom Actions:

All computer screens will be visible in the classroom and all Chromebooks or iPads used by students must be easily observable to enable effective monitoring by teachers.

Teachers
- Must supervise student use of the internet
- Will supervise student's access to email, including filtering of inappropriate language or content
- Teachers will strictly supervise the use of any specified chat sites
- Teachers must authorise the upload of information onto the Internet.

Students
- Students and their parents/carers must have signed the Acceptable Use Agreement prior to a student being permitted to use the internet in the classroom
- Students must at all times follow the guidelines of the Acceptable Use Agreement
- Students must not use computers or other digital technologies unless there is a teacher present
- Students must not alter the configuration of the computers nor add or remove any software
- Students must follow school virus checking procedures when downloading information or transferring information from a disk or USB brought from outside the school.
- Students must treat the Chromebooks, iPads and other digital technologies and equipment with respect and care
- Students will have access to specified chat sites (where appropriate) only under strict teacher supervision.

Copyright

Copyright is the legal ownership of intellectual property.
- Student work and photos produced for school purposes may be published on the Intranet. Specific written permission does not apply to the use of this material as it is not openly published, but password secured
- It breaches copyright to scan pictures from books to insert into projects if they are copyright protected
- It is acceptable to insert Clipart that is not protected by copyright laws in to projects and documents
- Transmission of any material in violation of any copyright material is prohibited.

Email

Email is not private. The school has the ability to monitor and filter any email for rude or offensive language.

- Email attachments should not be opened unless the person is known to the user and the material being sent is also expected
- Personal details (including address, phone number or age) should not be put into an email unless permission is given from a teacher, or at home from parent/carer
- Attachments should not be sent without permission from a teacher, or at home from a parent/carer.

Publishing
- Students may only print or publish a document with permission from a teacher
- Any documents to be published must be checked by the student for spelling, presentation, accuracy and content. The teacher has the responsibility for permitting publication
- Photos of students may not be published by students on the Internet nor sent via email
- Photos of students may be published on the school's website and social media.

Policy Review and Approval

Policy last reviewed	2023
Consultation	Principal Staff Education Sub Committee and School Council Newsletter item to the school community
Approved by	School Council
Next scheduled review date	2027 *Mandatory review cycle for this policy is 3 - 4 years.*