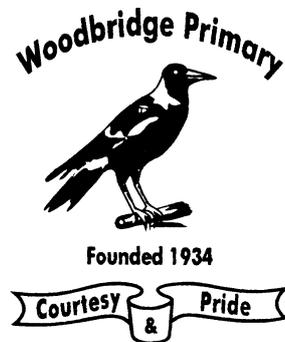


Woodbridge Primary School



Students Online Policy

EFFECTIVE: February 2014

Review Date: February 2016

1. POLICY STATEMENT

The purpose of this policy is to set the requirements and guidelines for student access to online learning at Woodbridge Primary School. The policy has been developed in accordance with the *Department of Education Student Online Policy* (2010, updated 2013).

The policy is to be reviewed bi-annually.

2. BACKGROUND

Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. The school will make every reasonable effort to achieve this by educating and informing students and parents, as well as by putting measures in place to monitor online use. All activities conducted using the school's internet access may be logged and accessed for administrative, legal or security purposes.

This policy has been developed to assist teachers to put in place school-based processes and procedures that will both protect and inform students and parents in their use of Departmental online services.

3. SCOPE

The policy applies to all staff and students at Woodbridge Primary School, accessing online services.

4. PROCEDURES FOR ACCESS AND SECURITY

Staff must:

- Inform parents and teachers of the policy's existence;
- Provide students with access to online services-enabled computers within the limits of available resources;
- Advise parents that while the school and Department will make every reasonable effort to provide a safe and secure online learning experience for students when using online services, it is not possible to guarantee that students will not be exposed to inappropriate material;
- Advise parents that any Internet browsing by their child at home or from other non-school locations will not be via the school's or Department's online services and therefore will not be filtered by the Department;
- Advise students that they must not reveal any personal information including names, addresses, financial details, telephone numbers or images of themselves or others;
- Approve any material planned for publication on the internet and verify copyright and privacy clearance;
- Provide appropriate supervision for students using computers, the internet and other online services at school;
- Follow procedures and guidelines in accordance with the School BMIS Policy where there is an alleged misuse or breach of this policy;
- Provide a learning program that encompasses cyber safety; and
- Ensure parents have completed the appropriate Consent Form (Appendix One) upon enrolment.

Students must:

- Use online services at Woodbridge PS in accordance with Department and school-based policy;
- Follow the appropriate rules and guidelines as outlined in the 'Expectations for Acceptable Use' (Appendices 2 and 3); and
- Report any misuse of online services or breach of this policy at the school, or involving school personnel as soon as possible, to their class teacher or an administration member.

5. CONDITIONS OF USE

- Teachers must inform students of the 'Student Expectations' for online use (as outlined in Appendices 2 and 3);
- Parents must provide media consent (as per Appendix 1) before a child's image, personal details or comments can be used online; and
- Student surnames are not be published within documents that are placed online.

6. INTELLECTUAL PROPERTY AND COPYRIGHT

Teachers must advise students of the need to:

- Seek permission before printing any information on the school network;
- Be aware of the legal requirements regarding copyright when downloading information;
- Gain permission before electronically publishing users' works or drawings;
- Acknowledge the creator or author of any material published; and
- Observe appropriate copyright clearance including acknowledging the author or source of any information used.

7. MISUSE/BREACHES

Inappropriate Content is defined within the *Education Department Students Online Policy* as 'content that is considered unsuitable or harmful to students. It includes material that is pornographic, that promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation'.

Principals and teachers must:

- Follow procedures for fairness and due process where it is alleged misuse or breach of policy including investigating any reported misuse and, where possible, accurately retracting misuse to the offender;
- Tailor disciplinary action in relation to students to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using online services at school; and
- Promptly address the online publication of defamatory material about staff or students in accordance with School and Department BMIS Policy.

Teachers must inform students of:

- Expectations for Acceptable Usage (Appendices 2 and 3) for the appropriate age group and refer to these as necessary;
- Possible consequences that could result in allowing students to access files belonging to others;
- Consequences of misusing online services will be withdrawal of access to online services and other consequences in accordance with the School and Department BMIS Policy; and
- Their possible legal liability for offences committed using online services.



APPENDIX 1 Woodbridge Primary School Consent Form

At Woodbridge PS we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

This consent will remain effective until such time as you advise the school otherwise.

MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on our website, in newsletters or on film or video. Their first names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

- Yes, I give consent to my child to have his/her image and/or work published as described above.
- No, I do not give consent.

In addition, see Appendix F of the Student's online policy.

INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

- Yes, my child has permission to access the internet in accordance with school policy.
- No, I do not give consent.

In addition, see the school and DoE Students Online Policies.

VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

- Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.
- No, I do not give consent.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

- Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.
- No, I do not give consent.

Name of student: _____ Year: _____ Room: _____

Name of person signing the consent form:

Title: _____ First Name: _____ Surname: _____

Please indicate relationship to the student (e.g. parent/guardian/responsible person): _____

Signature: _____

APPENDIX 2

EXPECTATIONS FOR ACCEPTABLE USAGE FOR PRIMARY STUDENTS K-3

ONLINE CODE OF CONDUCT

I agree to follow the online rules set out below when I use the internet or a log-on account:

- I will ask the teacher first before using the school computer.
- I will not give my password out to others.
- I will not let other people log-on to my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable.
- I will only use material from the internet if I have asked the teacher.
- If I download material or pictures from the internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the internet or my online account in a way that I shouldn't, I may not be able to use these in the future.
- I may be legally liable for misuse of the computer and the police may be contacted.

APPENDIX 3

EXPECTATIONS FOR ACCEPTABLE USAGE FOR PRIMARY STUDENTS 4-7

ONLINE CODE OF CONDUCT

If you use the online services of the Department of Education you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online
- I understand that I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- I understand that the misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I understand that I may be held legally liable for offences committed using online services.