ICT ACCEPTABLE USE POLICY

RATIONALE:
Findon Primary uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. As an eSmart school, we encourage the use of ICT (Information and Communications Technology) to facilitate learning, and aim to develop our students’ ability to use these tools safely, responsibly and with integrity. Each student has been asked to agree to use ICT responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide, so as to increase skills, knowledge and abilities.

AIMS:
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in safe and appropriate internet usage.
- To comply with eSmart guidelines and to ensure safe and responsible use of all ICT.

IMPLEMENTATION:
At Findon Primary we:
- provide all students and staff with censorship filtered internet. All staff have their own password protected internet account and log on. Students have their own user log on. Such access is a privilege that infers responsibility and not simply a right to be expected.
- provide supervision and direction during internet use.
- have English and Mathematic programs that incorporate ICT.
- support copyright agreements and require students to acknowledge the source when using information obtained online.
- reinforce the importance of safe and respectful use of the internet in all curriculum areas.
- appoint an eLearning Coordinator who will liaise with staff and ICT Technician to manage all email access, maintain the school’s website, web filters, and all other issues related to internet access by students.
- work 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.
- provide password protected email accounts to all staff. Users will be responsible for clearing their mailboxes regularly.
- provide guidelines on access rights for different user levels.
- expect all students to be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- expect all staff to be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- enforce consequences of publishing, accessing or failing to notify the coordinator of inappropriate material including the removal of access rights as stated in our ICT and Digital Technologies Acceptable Use Contract
- require signed parent and student consent to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- recognise and respect the privacy of students, parents, staff and others at all times. When identifying students, only the student’s first name and last initial will be used.
- require students and parents to agree to and sign an Acceptable Use Contract annually, demonstrating an understanding of this policy and the consequences of noncompliance.
- track breaches of the Acceptable User Contract and collect data in order to identify problem areas and so that effective solutions may be devised and implemented.
- have devised guidelines for responding to breaches of the Acceptable Use Contract to allow for the consistent management of these breaches. Students and parents will also be made aware of these guidelines.
RECOMMENDED ACTIONS FOR TEACHERS DEALING WITH INAPPROPRIATE CONTENT:

Step 1. Exit screen as quickly and discreetly as possible. Inform principal if content is greatly offensive.
Step 2. Explain to students that pop ups occur from unlicensed sites and we have no control over them.
Step 3. Discuss that these things might happen at school and home and it is important for them to understand how to respond responsibly in these situations.
Step 4. Remind students that they have agreed to an Acceptable Use contract which states that consequences will be enforced if a breach is found to have occurred.
Step 5. Students are reminded that all internet usage is tracked and we can identify which person was on a website and for how long if need be.
Step 6. Discuss with students how they should never download or accept any popups from the internet as they will most likely contain viruses.
Step 7. Discuss with students how they should handle the same situation at home.

EVALUATION:
- This policy will be reviewed with whole staff, student, parent and community input as part of the school’s three-year review cycle

REFERENCE:
www.esmartschools.org.au/Pages/RegisterVic.aspx
Australian Communications and Media Authority (ACMA)
eSmart® Smart. Safe. Responsible.
The Alannah and Madeline Foundation
Findon Primary School Copyright Policy
Findon Primary School Cyberbullying Policy
Findon Primary School ICT Policy
Findon Primary School Media Policy
Findon Primary School Privacy Policy
Findon Primary School Photo Permission Form
<table>
<thead>
<tr>
<th>Area</th>
<th>Tracking Code (Teacher use)</th>
<th>Expected Behaviours</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1st offence</td>
</tr>
<tr>
<td>Cyberbullying</td>
<td>CB1</td>
<td>Never cyber bully - always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).</td>
<td>1 week</td>
</tr>
<tr>
<td>Cyberbullying</td>
<td>CB2</td>
<td>Talk to my teacher or another adult if I see a friend being unsafe or being made to feel uncomfortable by others.</td>
<td>discussion</td>
</tr>
<tr>
<td>Privacy</td>
<td>P1</td>
<td>Keep personal details private - never give other people's personal details, including full names, telephone numbers, addresses, photos, and passwords and login details.</td>
<td>1 week</td>
</tr>
<tr>
<td>Privacy</td>
<td>P2</td>
<td>Keep personal details private - never give out my personal details, including full names, telephone numbers, addresses, photos, and passwords and login details.</td>
<td>2 days</td>
</tr>
<tr>
<td>Privacy</td>
<td>P3</td>
<td>Talk to a teacher or another adult if someone asks me to provide information that I know is private.</td>
<td>discussion</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R1</td>
<td>Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.</td>
<td>1 week</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R2</td>
<td>Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher, or parent, at school and home.</td>
<td>2 days</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R3</td>
<td>Not accessing or sending inappropriate rude or offensive content (or if you willingly participate by viewing the content of others). This includes but is not limited to 'chain' messages.</td>
<td>1 week</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R4</td>
<td>Block pop ups - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. Skype &amp; MSN).</td>
<td>2 days</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R5</td>
<td>Respect other students work, equipment and files.</td>
<td>1 week</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R6</td>
<td>Follow copyright laws and website terms at all times, for example not sharing music or videos or bring illegally downloaded software/media.</td>
<td>1 week</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R7</td>
<td>Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.</td>
<td>1 day</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R8</td>
<td>Talk to my teacher or another adult if I need help online, or not sure what I should be doing.</td>
<td>discussion</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R9</td>
<td>Talk to my teacher or another adult if I come across a website which is not suitable for school.</td>
<td>1 day</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R10</td>
<td>Talk to a teacher or another adult if I believe that someone else is doing something inappropriate using technology.</td>
<td>1 day</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R11</td>
<td>Not let mobile digital devices interrupt my learning - Keep my phone on silent during school hours, in my bag, during class times and only make or answer calls before or after school.</td>
<td>discussion</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R12</td>
<td>Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful.</td>
<td>1 day</td>
</tr>
<tr>
<td>Responsible Use</td>
<td>R13</td>
<td>Seek adult permission before uploading media to websites, blogs or other shared online spaces.</td>
<td>2 days</td>
</tr>
<tr>
<td>Online Safety</td>
<td>OS1</td>
<td>Keep myself safe - I will keep myself safe in the internet by only communicating with people that I know.</td>
<td>2 days</td>
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</table>
 ICT & DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Findon Primary uses technology as a teaching and learning tool. Technology, for the purposes of this contract it is defined as: 

Digital information and communications tools including (but not limited to) netbook computers, desktop computers, cameras, recorders, mp3 players, mobile devices, gaming consoles, internal school networks and the internet.

We see technology as a valuable resource but acknowledge it must be used responsibly. Each student is required to agree to the terms stated below and without agreement will not be provided access to any computers or internet at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. However, there is a process in place should something inappropriate occur. The internet provides students with unprecedented opportunities to obtain information and engage in discussion to increase skills, knowledge and abilities.

Student Contract

When I use technology, both at school and at home I have responsibilities and rules to follow. I agree to:

- Never cyber bully - always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).
- Talk to my teacher or another adult if I see a friend being unsafe or being made to feel uncomfortable by others.
- Keep personal details private - never give other people's personal details, including full names, telephone numbers, addresses, photos, and passwords and login details.
- Keep personal details private - never give out my personal details, including full names, telephone numbers, addresses, photos, and passwords and login details.
- Talk to a teacher or another adult if someone asks me to provide information that I know is private.
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher or parent at school and home.
- Not access or send inappropriate rude or offensive content (or if you willingly participate by viewing the content of others). This includes but is not limited to 'chain' messages.
- Block pop ups - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. Skype).
- Respect other students’ work, equipment and files.
- Follow copyright laws and website terms at all times, for example not sharing music or videos or distributing illegally downloaded software/media. Remember that the content on the web is someone’s property and not cut and copy large portions of information and pretend it is my own work.
- Talk to my teacher or another adult if I need help online, or not sure what I should be doing.
- Talk to my teacher or another adult if I come across a website which is not suitable for school.
- Talk to a teacher or another adult if I believe that someone else is doing something inappropriate using technology.
- Take full responsibility for my personal technology - keep it stored safely in my bag. Findon recommends that precious items are not brought to school.
- Hand in all mobile phone devices to the office as soon as I get to school in the morning.
- Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful.
- Seek adult permission before uploading media to websites, blogs or other shared online spaces.
- Keep myself safe when using the internet by only communicating with people that I know.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet and technology at school if I do not act responsibly.

This Acceptable Use Contract also applies to students during school excursions, camps and extra curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name: ___________________________ Student Signature: ___________________________ Class: _______________ Date: _______________

Parent / Care Giver Agreement:

I agree to:

- My child using the internet at school.
- My child’s name published on education websites.
- The school signing my child up to educational websites such as Mathletics or Wikispaces.
- Acknowledging that the nature of the internet means that full protection from inappropriate content can never be guaranteed.

I understand that the school will provide adequate supervision and that steps will be taken to minimise risk of exposure to unsuitable material. I will contact with the school or Net Alert Australia’s Internet Safety Advisory body on 1800 880 176 if something concerns me.

Parent Name: ___________________________ Parent Signature: ___________________________ Date: _______________

Ratified by School Council MARCH 2015
Review date MARCH 2018
Breach of Findon’s ICT Acceptable Use Tracking Documentation

Findon Primary uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. Each student has agreed to use the internet responsibly at school, by signing an acceptable use contract. Unfortunately, your child has broken the ICT contract for the reasons marked below.

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<thead>
<tr>
<th>Name:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>Year Level:</td>
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Details of breach- student comments: Details of breach- teacher comments:

Consequence in accordance in with breach guidelines:

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Please send this letter back to school signed to acknowledge you’ve seen it and discussed it with your child.
Classroom Teacher eLearning Leading Teacher Principal

<table>
<thead>
<tr>
<th>Student Signature</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parent Signature</td>
<td>Date:</td>
</tr>
</tbody>
</table>

(I have seen and discussed this with my child)

Using the Internet at Home

Ratified by School Council MARCH 2015
Review date MARCH 2018
Support Information for Parents about Guiding Your Children to Use the Internet Safely

When I use technology, both at school and at home I have responsibilities and rules to follow.
Findon Primary believes the teaching of cybersafe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school. As an eSmart school, we strive to develop a culture of safe and responsible use of all technology so that all students may enjoy the benefits that ICT has in enhancing teaching and learning.

21st Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when not under adult supervision.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

Behaving according to school Code of Conduct
Findon’s acceptable use contract encompasses not only the rules of the school, but also those desired behaviours and values that your school community believe are important for all students.

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.
We recommend that they:
- don’t use their own name, but develop an online name and use avatars where available.
- don’t share personal details including images of themselves or their friends online.
- password protect any spaces or accounts they have and never share that password.
- don’t allow anyone they don’t know to join their chat or collaborative space by using the block feature.
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it).

Being respectful online and not participating in online bullying or hurtful behaviour.
The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world. For example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person.

Deliberate exclusion of another in an online space is another way some students hurt each other. It is important that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning and using the equipment properly.
By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as ‘free’, but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school’s technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers
The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all school equipment and student work at risk.

Not looking for rude or offensive sites.
Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

Ratified by School Council MARCH 2015
Review date MARCH 2018
Using the internet / mobile technology at school to learn.
It is important to realise that there is time for fun and time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Asking teacher to help get permission before using information or pictures
Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.
By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions
Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you say to your child, “Tell me about wombats” you might encourage him/her to copy and paste facts and images about the wombat. However, if you ask “What would a day in the life of a wombat be like?” you may encourage your child to think about different aspects of the animal’s life and draw together the different pieces of information.

Talking to my teacher or another adult if I need help or see something I don’t like online
The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au

Questions for teacher/ parent/ student discussion:
What can you do?
- You found the car picture online you were searching for, but it includes a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments or images about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend has an online profile published (not set to private) you can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is ‘free’ music to download.