



*learning for life*

# ICT Policies

Including

- Cyberbullying
- ICT Acceptable Use
- ICT Security
- Mobile Phone and Mobile Devices
- Copyright

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## CYBERBULLYING POLICY

### **RATIONALE:**

As an eSmart accredited school, Findon Primary takes a zero tolerance attitude towards bullying in any form, including cyberbullying. This accreditation involves the implementation of a number of strategies to ensure our students use technologies smartly and safely.

### **AIMS:**

- To support the procedures and philosophy of the Alannah and Madeline Foundation's eSmart program and maintain our eSmart accreditation, ensuring student wellbeing and safety
- To educate the school community regarding what bullying is (including cyberbullying), and the fact that it is unacceptable
- For everyone within the school community to be alert to signs and evidence of cyberbullying and to have a responsibility to report it to staff
- To ensure that all reported incidents of cyberbullying are investigated appropriately and that support is given to both victims and perpetrators
- All incidences are documented as part of our eSmart processes

### **IMPLEMENTATION:**

- The school will promote respectful relationships between all community members
- As part of our start up program staff are reminded of eSmart processes in place to ensure responsible use of technology including cyberbullying
- Our ICT Acceptable Use Policy and the Breach of ICT Acceptable Use Contract Consequence Guide outlines clear and agreed consequences for breaches of cyberbullying
- All students will sign an ICT Acceptable Use Contract
- A cybersafety curriculum, which is a component of the eSmart Cybersmart program, is an integral part of our curriculum
- Professional development will be provided for staff, relating to cyberbullying and harassment, and strategies for responding to incidences
- The school community will be educated about the seriousness of cyberbullying, its impact on those being bullied and how this behaviour is unacceptable through regular communication
- Programs will be provided that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving, through our PAtHS program, KidsMatter Framework and Cybersmart units
- Students will be made aware of their responsibilities through our Acceptable Use Policy
- The inappropriate use of digital technologies will incur consequences as outlined in the ICT Acceptable Use Policy
- The taking and sharing of videos or photos of other students without their permission, is not allowed with any electronic device whether within the school grounds or off site
- Students, staff and parents are encouraged to report cyberbullying incidences involving themselves or others
- Tracking of cyberbullying incidences will be undertaken regularly and data will be analysed to identify any repeated behaviour or problem areas
- Parents of students involved will be contacted
- Counselling will be offered to all parties involved as required
- If laws have been breached the appropriate authorities will be contacted

### **EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle

### **REFERENCE:**

DET Bullying Policy

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<http://www.education.vic.gov.au/school/principals/spag/safety/pages/bullying.aspx>

eSmart® Smart. Safe. Responsible: [www.esmartschools.org.au](http://www.esmartschools.org.au)

Office of the Children's eSafety Commissioner: [www.esafety.gov.au](http://www.esafety.gov.au)

The Alannah and Madeline Foundation

Findon Primary School Copyright Policy

Findon Primary School ICT Policy

Findon Primary School Acceptable Use Policy

Findon Primary School Media Policy

Findon Primary School Privacy Policy

Findon Primary School Photo Permission Form

Breach of ICT Acceptable Use Contract Consequence Guide

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## INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) ACCEPTABLE USE POLICY

### **RATIONALE:**

Findon Primary uses Information and Communication Technology (ICT) as a teaching and learning tool. We see it as a valuable resource but acknowledge it must be used responsibly. As an eSmart school, we encourage the use of ICT 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 develop skills in safe and appropriate internet usage
- To comply with eSmart guidelines and to ensure safe and responsible use of all ICT
- To improve student learning outcomes by increasing access to worldwide information collaboration with others and personalisation

### **IMPLEMENTATION:**

At Findon Primary we:

- explicitly explain the Acceptable Use Contract and require students and parents to agree to and sign it annually, demonstrating an acceptance of this policy and the consequences of noncompliance
- 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 Mathematics programs that incorporate ICT
- use the internet for research of in class learning
- 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 Technicians 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
- 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, 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
- track breaches of the Acceptable Use Contract and collect data in order to identify problem areas so that effective solutions may be devised and implemented

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- have 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 as part of the school's three-year review cycle.

### **REFERENCE:**

DET website – Information Privacy

[www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/Pages/privacy.aspx)

eSmart@ Smart. Safe. Responsible: [www.esmartschools.org.au](http://www.esmartschools.org.au)

Office of the Children's eSafety Commissioner: [www.esafety.gov.au](http://www.esafety.gov.au)

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

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**Attachment A- Breach of Acceptable Use Agreement Guidelines.**

Area	Tracking Code (Teacher use)	Expected Behaviours	Consequences		
			1st offence	2nd offence	Repeated offence
Cyberbullying	CB1	Never cyber bully - always support others by being respectful in how I talk with them online and never <b>participate in online bullying</b> (this includes forwarding messages and supporting others in hurtful online behaviour).	1 week	2 weeks	1 term
Cyberbullying	CB2	<b>Talk to my teacher</b> or another adult if I see a friend being unsafe or being made to feel uncomfortable by others.	discussion	2 days	1 week
Privacy	P1	<b>Keep personal details private - never give other people's personal details</b> , including full names, telephone numbers, addresses, photos, and passwords and login details.	1 week	2 weeks	1 term
Privacy	P2	<b>Keep personal details private - never give out my personal details</b> , including full names, telephone numbers, addresses, photos, and passwords and login details.	2 days	1 week	1 term
Privacy	P3	Talk to a teacher or another adult if <b>someone asks me to provide information that I know is private.</b>	discussion	2 days	1 week
Responsible Use	R1	<b>Seek permission</b> from individuals involved <b>prior to taking photos, recording sound or videoing them</b> (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.	1 week	2 weeks	1 term
Responsible Use	R2	<b>Be responsible</b> wherever and whenever I use technology. This includes <b>using technology for purposes specified</b> by my teacher, or parent, at school and home.	2 days	1 week	1 term
Responsible Use	R3	<b>Not accessing or sending inappropriate rude or offensive content</b> (or if you willingly participate by viewing the content of others). This includes but is not limited to 'chain' messages.	1 week	2 weeks	1 term
Responsible Use	R4	<b>Block pop ups</b> - any programs/media downloaded must have their settings adjusted so that they do not interfere with learning time (e.g. Skype & MSN).	2 days	1 week	2 weeks
Responsible Use	R5	<b>Respect other students work , equipment and files.</b>	1 week	2 weeks	1 term
Responsible Use	R6	Follow <b>copyright laws</b> and website terms at all times, for example not <b>sharing</b> music, videos or <b>illegally downloaded</b> software/media.	1 week	2 weeks	1 term
Responsible Use	R7	Remember that the content on the web is someone's property and not <b>cut and copy large portions of information and pretend it is my own work.</b>	1 Week	2 Weeks	1 term
Responsible Use	R8	<b>Talk to my teacher or another adult</b> if I need help online, or not sure what I should be doing.	discussion	2 days	1 week
Responsible Use	R9	Talk to my teacher or another adult if <b>I come across a website which is not suitable for school.</b>	1 day	2 days	1 week
Responsible Use	R10	Talk to a teacher or another adult if I believe that <b>someone else is doing something inappropriate</b> using technology.	1 day	3 days	1 week
Responsible Use	R11	Take <b>full responsibility for my personal technology.</b> Ensure that digital devices are taken to the office upon arrival at school. Findon recommends that precious items are not brought to school.	discussion	2 days	1 week
Responsible Use	R12	<b>Not let mobile digital devices interrupt my learning.</b> Ensure that phones are taken to the office upon arrival at school. Keep my phone on silent during school hours, during class times and only make or answer calls before or after school.	1 day	call home	1 term
Responsible Use	R13	Be responsible. <b>Not use devices to find, create or send information that might be inappropriate or hurtful.</b>	1 week	2 weeks	1 term

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Online Safety	OS1	Seek adult permission before <b>uploading media</b> to websites, blogs or other shared online spaces.	2 days	1 week	1 term
Online Safety	OS2	Keep myself safe - I will keep myself safe in the internet by <b>only communicating with people that I know</b> .	2 days	1 week	2 weeks

## 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 Ensure that digital devices are taken to the office upon arrival at school. Findon recommends that precious items are not brought to school.
- Ensure that phones are taken to the office upon arrival at school. Keep my phone on silent during school hours, during class times and only make or answer calls before or after school.
- 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, Studyladder, Reading Eggs or Wikispaces.

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- 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 the **school or the Office of Children’s eSafety Commissioner on 1800 880 176 if something concerns me.**

Parent Name..... Parent Signature ..... Date.....



## 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.

<b>Name:</b>	<b>Date:</b>
<b>Class:</b>	<b>Year Level:</b>
<b>Details of breach- student comments:</b>	<b>Details of breach- teacher comments:</b>

### Consequence in accordance in with breach guidelines:

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

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

Student Signature		Date:
Parent Signature (I have seen and discussed this with my		Date:

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## Using the Internet at Home

### 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.

21<sup>st</sup> 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.

### **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](http://www.cybersmartkids.com.au/for-parents_tips.htm) or email [connect.manager@edumail.vic.gov.au](mailto: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.

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# ICT SECURITY POLICY

## **RATIONALE**

An Information and Communication Technology (ICT) Security Policy is fundamental to maintaining the integrity of computer security at Findon Primary School. This policy outlines best practices and procedures for day to day security operations.

## **AIMS:**

- To increase understanding of security requirements when using the DET computer facilities and services, including leased notebooks as computer networks are intrinsically vulnerable to a spectrum of unprecedented threats.
- To minimise the range of ICT threats and reduce the risks to which Findon Primary School is exposed.
- To increase levels of:
  - Confidentiality - protecting sensitive information from unauthorised disclosure.
  - Integrity - safeguarding the accuracy and ownership of information and computer software.
  - Consistency - have agreed upon expectations of safe use of the internet.
  - Availability - ensuring that information and vital services are available to users when required.
  - Respect for other ICT users.

## **IMPLEMENTATION**

### Loss

Loss of confidentiality, integrity and availability of information can occur for a number of reasons:

- Hardware and equipment failure, its storage devices, or the network.
- Software errors.
- Accidents, errors, or omissions by anyone using computers, or the information they process.
- Intentional acts, such as fraud, theft, sabotage and misuse of information by employees, suppliers, or curious or malicious hackers.
- Environmental hazards, such as fire, storm, dust.

### School responsibilities:

- To ensure policies are consistent with and up to date with ICT State and Federal Government Security policies.
- Programs and procedures are put in place to prevent the introduction of viruses and malicious software.
- Information on our Network and shared drives is password protected.
- The allocation of privileges on our network is controlled. There are several tiers of privilege rights, for all users, including students, parents/caregivers and staff. Staff have additional rights to access more content that can be used as a teaching tool, for example YouTube.

### Individual Responsibilities:

- All users have a responsibility for information security. These responsibilities are described and documented in policies, procedures and job descriptions.
- All users have a unique identifying code to access the network.
- All users have a responsibility to prevent unauthorised access. Staff are password protected to ensure unattended equipment is safeguarded.
- All users must run DET approved antivirus software and set to automatically update.
- All users are strongly advised to back up their work regularly on the school network in their personal drive or on an external device in accordance with best practice, to ensure against loss or corruption of data. It is the user's responsibility as the school doesn't accept any responsibility for loss of data.
- Staff is advised to check content they show to students before making it available to them through a projected screen. If by chance, unwanted content comes up they must follow the

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'Recommended Actions for Teachers Dealing with Inappropriate Content' documented in the 'ICT Acceptable Use' policy.

- All users immediately inform the Principal or the ICT coordinator on becoming aware of any loss or compromise of information, or any other incident which has ICT security implications.
- All users keep passwords confidential and change their password periodically (as recommended by DET guidelines).
- Users should never log on using someone else's ID and password.
- It is recommended all users should not allow:
  1. DET computers (including desktops and notebooks) to be connected to open, unencrypted wireless networks at home or in public places.
  2. Use by unauthorised persons.
- All users should be aware that electronic communication is not secure. While every attempt is made to ensure the security of DET ICT systems, users must be aware that this security is not guaranteed, particularly when communicated to an external party.

It is recommended that all staff are to be familiar with this policy, and be aware that further guidelines and details can be found in the DET website.

### **EVALUATION:**

This policy will be reviewed as part of the school's three-year review cycle.

### **REFERENCES:**

DET - ICT Security Policy

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/Pages/ictsecurity.aspx>

ICT Acceptable Use Policy

Copyright Policy

Cyberbullying Policy

Media Policy

Privacy Policy

## MOBILE PHONE AND MOBILE DEVICES POLICY

### **RATIONALE:**

Mobile phones and other devices are an important communication tool. Mobile phone and mobile devices can enhance communication by making it easy for people to take and transmit images, information and text/voice messages. These technologies however have the potential to be abused at school by:

- disrupting the teaching and learning programs conducted by the school
- being a vehicle for bullying or inappropriate use
- facilitating the invasion of privacy for both students and staff at a school

### **AIM:**

To provide a policy that respects the school's right to manage mobile phones and mobile devices so that the school's teaching and learning programs and duty of care are not affected.

### **DEFINITION:**

Digital device includes (but is not limited to) mobile phones, smart phones, ipads, ipods

### **IMPLEMENTATION:**

#### **Staff**

- Staff are not permitted to use mobile phones or mobile devices for private use when they are supervising or teaching students because of their 'Duty of Care' legal requirements to students.
- During teaching time, while on yard duty and during meetings, mobile phones and mobile devices will be switched off or put on 'silent' or 'discreet' mode.

#### **Students**

- All mobile phones and mobile devices brought to school must be signed in at the office before school and it is the student's responsibility to collect it at the end of the day.
- Mobile phones and mobile devices brought to school by students are not to be turned on between 8.45am and 3.30pm or used in the school grounds.
- The school recognises that parents/caregivers and students may need to communicate by mobile phone or mobile device. This can be done before school commences, after school finishes, but not in the school grounds. Between 8.45am and 3.30pm the school will contact parents if, and when, necessary and parents can contact the office when an important message has to be passed on to their child.
- Mobile phones and mobile devices, under no circumstances are to be taken by students to camps, sleepovers, excursions, extra curricular school activities, school sporting events etc. Staff carry mobile phones and mobile devices for all essential contact with the school, parents or emergency services.
- Mobile phones and mobile devices are brought to school at their owner's risk (students and staff). The Department of Education (DET) does not hold insurance for personal property brought to schools and will not pay for loss and damage.
- The school will not interrupt programs to investigate damage, loss or theft of mobile phones or mobile devices.
- Disciplinary action will be taken when mobile phones and mobile devices are used in ways that do not abide by the school policy and school values. The Principal may revoke a student's permission to bring a mobile phones or mobile devices onto the school premises.
- Parents/caregivers will be contacted if breaches of this policy are detected.

#### **Inappropriate Use**

Inappropriate use includes:

- disruptions or likely disruptions to the learning environment or interference with the operation of the school; threats or likely threats to the privacy, wellbeing or safety of any person; or breach of any law
- use of the mobile phone and mobile device as a connection to the internet during the school day.

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- use of the mobile phone or mobile device in the bullying, intimidation or harassment of other people through SMS or text messages, photographic, video or other data transfer systems available on the device.

**It should be noted that it is a criminal offence to use a mobile phone or mobile device to menace, harass or offend another person. The school may consider it appropriate to involve the police.**

**Exemptions**

Exemptions of this policy can only be approved by the Principal and then only in exceptional circumstances.

**EVALUATION:** This policy will be reviewed as part of the school's three-year review cycle.

**REFERENCES:**

Det Mobile Phone Policy

[HTTP://WWW.EDUCATION.VIC.GOV.AU/SCHOOL/PRINCIPALS/SPAG/SAFETY/PAGES/MOBILEPHONES.AS  
PX](http://www.education.vic.gov.au/school/principals/spag/safety/pages/mobilephones.aspx)



## COPYRIGHT POLICY

### **RATIONALE:**

Copyright refers to a set of legal rights that copyright owners can exercise to the exclusion of all others. These rights protect the original expression of ideas in a material form, for example, original works of art, literature, music, films, broadcasts and computer programs. Copyright protection is automatic; a work does not need to be registered or even marked in a particular way for copyright to apply.

### **AIM:**

To ensure that all students and staff abide by the copyright laws as stated in the Copyright Act.

### **IMPLEMENTATION:**

- Copyright laws apply to a wide variety of resources commonly used in schools including printed materials, sound recordings, videos, computer software, Internet websites and intellectual property
- The school will comply with all copyright laws
- Some resources are subject to licence agreements. These licences or agreements do not however allow schools to simply copy resources without restrictions or limitations
- Limitation notices that comply with the requirements should be displayed at appropriate locations, for example, photocopiers, video recorders, libraries, printers, computers etc
- The Principal will ensure that all such notices are in place and updated as required
- Records of copies will be kept as required
- Staff will be provided with information relating to copyright as provided by DET
- If in doubt, staff must refer the matter to the Principal for clarification before proceeding
- In general, copyright of material created by an employee of the DET in the course of their normal duties is owned by the DET
- Computer software will be generally restricted to DET or Microsoft Agreement products and school purchased software. A register of all software will be maintained by the school
- Only original copies of media such as DVD's will be used

### Copyright in material created by students

Students retain the copyright over original material that they create unless the students have been asked to assign these rights. It is not the DET's policy to ask for the ownership of student created works. However students may be requested to grant the DET a licence to use the works.

### Statutory Exceptions

The Copyright Act allows staff to use copyright material for free. The exemptions include:

- copying text and artistic works for inclusion in examinations
- playing audio visual material or reading text materials aloud in a classroom
- communicating copyright materials for the sole purpose of classroom teaching (e.g. playing a DVD using a centralised player or showing a film to a distance education class using virtual classroom software)

Flexible use exceptions allow some uses of copyright materials for teaching purposes where it:

- is for a special, narrow purpose
- will not harm the copyright owner
- will not conflict with the usual market for that copyright work (e.g. when a school could buy the work or would ordinarily obtain a licence for that use)

### Copyright Infringement

Copyright infringement is the unauthorised exercise of one of the copyright owner's exclusive rights. Common examples of copyright infringement that could occur in schools are:

- copying more than the amount of a work permitted by the education statutory licences, a direct licence or a fair dealing exception;

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- downloading and sharing files of music, videos or games without permission of the copyright owner;
- putting files of music, videos or games on a shared digital space for download by students or the public;
- scanning a photograph that has been published and using it without permission or attribution and in the absence of an exception (lack of attribution would be an infringement of the creator's moral rights);
- installing more copies of a software program on computers than are allowed for in the relevant licence agreement

#### Penalties for copyright infringement

If copyright is infringed, the copyright owner generally has the right to take legal action to recover damages. **An employee who infringes copyright is generally liable in their own right.** However, their employer may also be liable if the employee was acting on instructions, or if the employer did not take reasonable steps to ensure that the employee did not infringe copyright, for example by failing to discourage employees from using the employer's equipment to make infringing copies.

#### Copyright in material produced by Government staff

Staff may produce original material in their day to day work. This could include presentations, teaching and professional development materials. Original material created in this way will be protected by copyright. The copyright in work that is created by staff is owned by the State of Victoria (DET) if it is created as part of staff's work duties or professional development activities that form part of a staff member's employment. This is the case whether the individual is employed by DET or by a School Council. This is called 'Crown' copyright. The DET administers this copyright on behalf of the State of Victoria. The Office of Government School Education's Regional Directors are authorised to grant licences for the use of these copyright materials by other parties.

**EVALUATION:** This policy will be reviewed as part of the school's three year review cycle.

#### **REFERENCES:**

- DET: Copyright Guidelines for Victorian Government Schools
- DET Copyright Policy
- <http://www.education.vic.gov.au/school/principals/spag/management/Pages/copyright.aspx>
- Findon Primary School Acceptable Use Policy
- Copyright Act 1968