

MIDVALE

PRIMARY SCHOOL

Online Acceptable Use Policy

2016

**MIDVALE PRIMARY SCHOOL ONLINE ACCEPTABLE USE POLICY**

***Rationale*** 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 Department makes every reasonable effort to achieve this by educating and informing students and parents, as well as by putting measures in place to monitor email traffic and internet access. All activities conducted using the Department's online services 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. The Department continues to work with the Australian Communications and Media Authority (ACMA), the Australian Government agency responsible for Cybersafe and Cybersmart kids programs in schools.

***Explanation of Purpose***

The Internet is an electronic highway connecting thousands of computers all over the world. Internet services provide access to electronic mail, public shareware of all types, many university card catalogues, and massive databases on computer networks at universities, government agencies and private industry. As such, the use of the Internet within our school requires management which encompasses an ethical and legal perspective.

***Australian Curriculum & ICT Integration***

The school is committed to the Australian Curriculum and every effort is made to integrate current technologies and the Internet as part of each classroom’s learning programme rather than be taught as a separate subject. The internet is a tool which can be used across all learning areas.

**ONLINE USAGE POLICY**

***Duty of Care***

The Internet offers tremendous opportunities of educational value. Internet access will be available to students with teacher supervision in the library, ICT Lab and classrooms.

This access will include the use of E-mail, World Wide Web (WWW) and Newsgroups.

To acknowledge these points, Midvale Primary School has established the following definitions and guidelines which will be taught as part of the school’s programme. Teachers who will also be using the Internet as part of their programmes will also apply the definitions and guidelines when appropriate.

***DEFINITIONS***

**Parent and Responsible Person**

In this policy the term parent will be used for brevity, and also includes ‘responsible person’ as defined below.

In the *School Education Act 1999*, Part 1, Section 4, Definitions, parent in relation to a child, means a person who at law has responsibility –

* for the long-term care, welfare and development of the child; or
* for the day to day care, welfare and development of the child except in sections 9 (2), 10 (b), 25, 27, 38 (1) and Division 2 Part 2 where it only has the meaning given by paragraph (b).

Section 25 of the *School Education Act 1999* the “responsible person”, in relation to a student means-

* a parent of the student;
* in the case of a student who has turned 18 or is a prescribed child, the student; or
* a person whose details have been provided under section 16(1) (b) (ii) (II) which states any adult person, not being a parent, who is responsible for the child.

**Online Services**

Any services including, but not limited to, email, calendaring, instant messaging, web conferencing, discussion groups, online file sharing and storage, Internet access and web browsing, that may be accessed using the computer networks and services of the Department.

**Inappropriate Content**

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.

**Spam**

A generic term used to describe electronic ‘junk mail.’ That is, unwanted messages sent to an email account or mobile phone. Messages do not have to be sent out in bulk to be considered spam - under Australian law, a single electronic message can also be considered spam.

**Acceptable Use**

The goal of the Midvale Primary Internet Network is to support the educational needs of our students and staff. The supervising teacher will direct the use of the Internet.

**Violations**

A violation is a breech of any of the conditions of acceptable use.

**CONDITIONS OF ACCEPTABLE USE**

Parents and students will agree to the following:

• to adhere to the rule’s set out in the *Acceptable Usage Agreement* each time they log on to online services

• ensure that all communication using online services is related to learning or school activities;

• keep passwords confidential, and change them when prompted or when known by another user;

• never knowingly allow others to use their personal online services account unless directed to by a teacher for the purposes of collaborative learning;

• not use their online file storage to share or store personal or inappropriate content;

• log off at the end of each session to ensure that nobody else can use their online services account;

• not send or publish unacceptable or unlawful material or remarks including offensive, abusive, defamatory or discriminatory comments;

• not access or attempt to access inappropriate material;

• not engage in any bullying, intimidation or other inappropriate behaviour online;

• ask a staff member’s advice if another user is seeking excessive personal information, asks to be telephoned, offers gifts by email or wants to meet them;

• immediately tell a nominated staff member if they receive a computer virus or a message that is inappropriate or makes them feel uncomfortable;

• never knowingly initiate or forward emails containing: a message that was sent to them privately; a computer virus or attachments that are capable of damaging recipients’ computers; chain letters and hoax emails; and spam such as unsolicited advertising material, or mail unrelated to learning;

• be made aware by teachers that emails sent or received via the Department’s online services may be audited and traced to the online services accounts of specific users;

• not damage or disable computers, computer systems or networks of the school or the Department; and ensure that online services are not used for unauthorised commercial activities, political lobbying, gambling or any unlawful purpose.

***Violations of this policy and/or its practices will result in Internet and Computer access being revoked for up to 12 months, depending on the severity of the misuse at administration discretion.***

**Please complete the Online Consent and Acceptable Usage Agreement Forms on following page and return to the classroom teacher.**

**MIDVALE PRIMARY SCHOOL ONLINE CONSENT FORM**

**Permission for students to have an online services account**

(Please write the name using one capital letter per box)

**Student’s first name**

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**Student’s last name**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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 **Class**

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**Parents / Responsible Persons**

Do you give permission for your child to have an online services account? **Yes / No (circle one)**

I agree to and understand the responsibilities my child has using the online services provided at school for educational purposes in accordance with the acceptable usage agreement for school students. I also understand that if my child breaks any of the rules in the agreement, that the principal may take disciplinary action as provided in policies of the school or the Department of Education.

**Name of parent or responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of parent or responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note:** while every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department’s Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.

 Office use only:

Date processed: / / Processed by (initials):

**ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS K-3**

**Online Rules**

*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.

I agree to abide by the *Acceptable Usage Agreement* for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department’s *Behaviour Management in Schools* policy.

**Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_**

Office use only:

Date processed: / / Processed by (initials):

**ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS 4-6**

**Online Rules**

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;

• 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 may be held legally liable for offences committed using online services.

I agree to abide by the Acceptable Usage Agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department’s *Behaviour Management in Schools* policy.

**Name of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Office use only:

Date processed: / / Processed by (initials):