



Date written: 2003  
School Council Ratified: 20<sup>th</sup> APRIL 2015

Date reviewed: 2015  
Next review: 2016

**This Policy has been developed by members of School Council.  
This includes both parent and DET representatives.**

## **PURPOSE**

To promote the safe student and teacher, use of the internet and other technologies, as a teaching and learning tool.

To see Information Communication and Technology as a valuable resource but acknowledge that it must be used responsibly.

## **POLICY STATEMENT**

Each student must agree to use the internet and technology devices 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.

## **IMPLEMENTATION**

### **STUDENTS**

The student will sign and adhere to the following agreement before being permitted to use internet and technology devices at school.

### **STUDENT AGREEMENT**

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

- Be responsible whenever and wherever I use technology and support others by being respectful in how I talk to and work with them.
- Never write or participate in cyber bullying (this includes forwarding messages and supporting others in hurtful online behaviour).
- Report to an adult if I feel unsafe or uncomfortable online or see a friend being unsafe or being made to feel uncomfortable by others.



## **AGREEMENT (continued...)**

When I use the INTERNET at school I have responsibilities and rules to follow.

I agree to:

- Keep myself and my friends safe, by never giving out personal details, including full names, telephone numbers, addresses and images.
- Understand that my use of the internet can be traced and audited.
- Not give out my password, to anyone other than my parents or teachers.
- Only work on the web for purposes specified by my teacher at school.
- Be respectful in how I talk and work with others online and never write or participate in cyber bullying.
- Use the internet and technology at school for learning.
- Use the equipment properly and not interfere with the work of another student.
- Not bring or download unauthorised programs, including games, to the school or run them on school computers.
- Not search for or attempt to access rude or offensive sites.
- Remember that the content on the web is someone else's property and I will not cut and copy large portions of information and pretend it is my own work.
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help me answer questions (I should not copy and paste the information as my answer, without acknowledging the source of information).
- Compose e-mail messages using only language that is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way, and I will report it to a teacher.
- I will not respond to e-mail or social media messages sent to me by a person I do not know. I will not use the internet or other technology to frighten, annoy or bully other people.
- I will talk to my teacher or another adult if:
  - I need help online.
  - I am not sure what I should be doing on the internet.
  - I come across sites that are not suitable for our school.
  - Someone writes something I don't like, or makes my friends and I feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities



When I use school owned devices I agree to:

- Not disable settings for virus protection, spam and filtering that have been applied as a Departmental standard.
- Treat the school's digital devices with respect and care.

When I use the school's server space I agree to:

- Only access documents that are applicable to me.
- Not disrupt or alter other people's work or folders.

When communicating online I agree to:

- Not forward damaging messages onto others.
- Only use appropriate language.
- Not send rude, explicit offensive or discriminatory content.
- Not engage in cyber bullying.

When I use my mobile phone, iPod, DS or any other mobile digital device I agree to:

- Take full responsibility for it, and keep it stored as per the school's policy on digital devices.
- Only use personally owned devices before or after school or with my teacher's permission during class time
  - Be responsible in my own personal use and not use the devices to find, create or send information that might be inappropriate or hurtful.
- Protect the privacy of others and never publish private information or unsolicited images of another person.
- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers).
- Seek permission from individuals involved prior to publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful in how I talk to and work with others online and never write or participate in cyber bullying
- Seek teacher permission before uploading any content to web sites, blogs or other shared online spaces.
- Not take any device to Inter School Sports, excursions, camps or similar events.

I understand that this Acceptable Use Policy also applies to students during school excursions, camps and extra-curricular activities.

***I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be reviewed if I do not act responsibly.***



## **PARENTS/GUARDIAN**

The Parent/Guardian will sign and adhere to the following agreement before the student will be permitted to use internet and technology devices at school.

### Parent/Guardian Agreement

As a parent of the Greenhills Primary School community I agree to:

- Discuss online expectations with my child.
- Only publish photos of other's children where I have permission from their parents/guardians.
- Not publish images or videos of other students that gives personal information away about them.  
Example: School name, full name.
- Notify the school of cyber issues that arise between students who attend our school and work with the school to resolve them.
- Support the school's process of becoming 'eSmart'.  
Refer to <https://www.esmartschools.org.au/Pages/default.aspx>
- Not publish defamatory messages, photos or information about our school or staff on social media sites.
- My child accessing and using the internet at school.
- Contact the school if there is anything here that I do not understand.  
If there is a situation which concerns me, I will contact either the school or Net Alert Australia's Internet Safety advisory body on 1800 880 176.

I understand the school will:

- Provide supervision and education surrounding the use of technologies and that steps have been taken to minimise risk of exposure to unsuitable material.
- Teach my child about cyber safety issues.
- Deal with cyber safety issues which are reported to them and notify parents of such reports which involve their children.
- Reassess my child's use of technologies at school and home if the above agreement has been breached.
- If you have any questions, or concerns about any of the agreement, contact Miss Lauren Richardson on [richardson.lauren.l@edumail.vic.gov.au](mailto:richardson.lauren.l@edumail.vic.gov.au) or Mr Rowan Kayll [kayll.rowan.r@edumail.vic.gov.au](mailto:kayll.rowan.r@edumail.vic.gov.au).

## **EVALUATION AND REVIEW**

This policy will be evaluated on an annual basis and will be reviewed as per the school's policy review schedule.