Wantirna South Primary School
Information and Communication Technology
Acceptable Uses Guidelines

Wantirna South Primary School (WSPS) is providing students access to the school's electronic network. This network includes the Education Department internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment/software for education purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the expectation for students' acceptable use of the WSPS electronic network. Please read thoroughly, sign and return to the school.

General Unacceptable Behaviour

- Students will not harass another person. Harassment is **persistently** acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Students will not knowingly or recklessly post false or defamatory information about a person or organisation.
- Students will not use language that is inappropriate in an educational setting.
- Students will not abuse network resources such as sending chain letters or 'spamming'.
- Students will not display, access or send offensive messages or pictures.
- Students will respect others when they talk to and work with them online and never take part in online bullying, including forwarding harmful messages and supporting other in inappropriate or hurtful online behaviour.

Email and World Wide Web

- Students will follow all teacher instruction regarding the use of the internet and email.
- Students will always use the internet and email in a responsible manner
- Students will ensure that any email they send does not contain inappropriate content
- When using the internet, students will only access appropriate information, which is relevant to their work. Students will make no attempt to access inappropriate material.
- Students will not go looking for rude or offensive sites.
- Students will ask their teacher to help them get permission if they want to use information or picture from the web.
- Students will think carefully about what they read on the internet, question if it is from a reliable source and use the information to help them answer any questions (they should not copy and paste the information as their answer).
- Students will talk to their teacher or an adult if:
  a) They need help online
  b) They are not sure what they should be doing on the internet
  c) They come across site which are not suitable for our school
  d) Someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private.
  e) They feel that the welfare of other students at the school is being threatened.
- Students agree to use online classroom access and communication tools such as wikis and blogs to enhance their ability to access classroom curriculum material. Students will not include unsuitable material or inappropriate language while using these systems.
- Group pictures without identification of individual students are permitted. Student work may be posted with student's first name only.

Personal Safety

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone or school address.
- Students will promptly disclose to a teacher any messages received that are inappropriate or makes the students feel uncomfortable.
- Students will only use their first name on the World Wide Web and email communications. Students should understand the importance of not including surnames and addresses or giving out personal details. Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their email.

Hardware and Peripherals

- Students will take great care of all ICT equipment in the school. This includes computers, interactive data panels, projectors, digital cameras, iPads, printers, microphones and headphones.
- Students will use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.

Software and Files

- Software is available to students to be used as an educational resource. No student may install, upload or download software without permission from the school.
- Students will not bring or download unauthorised program, including games, to the school or run them on school or their personal computers.
- Authorised teachers can access files stored on the school network. Routine maintenance and monitoring of the WSPS electronic network will be carried out. Students should not expect that files stored on school servers are private.

Video Conference

- Video conferencing is a way that students can communicate with other students, speakers, teachers or experts from other parts of the country and the world. With video conferencing equipment students can see, hear and speak with other students, speakers, museum personal, etc. in real time.
- Video conference sessions may be videotaped by WSPS staff or by a participating school involved in the exchange in order to share the experience.
- Students' voices, physical presence and participation in the video conference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behaviour by students apply during all video conference sessions.

Mobile/Digital Devices

- Students will only use the devices for learning purposes as directed by the teacher.
- Students will act responsibly and not use the device to find, create or send information that may be harmful, inappropriate or hurtful
- When using a mobile devices such as a iPad students will:
    a) Only take photos and record sound or video when it is part of a class or lesson and you have teacher approval
    b) Seek permission form individuals involved *before* taking photos, recording sound or videoing them (including teachers).
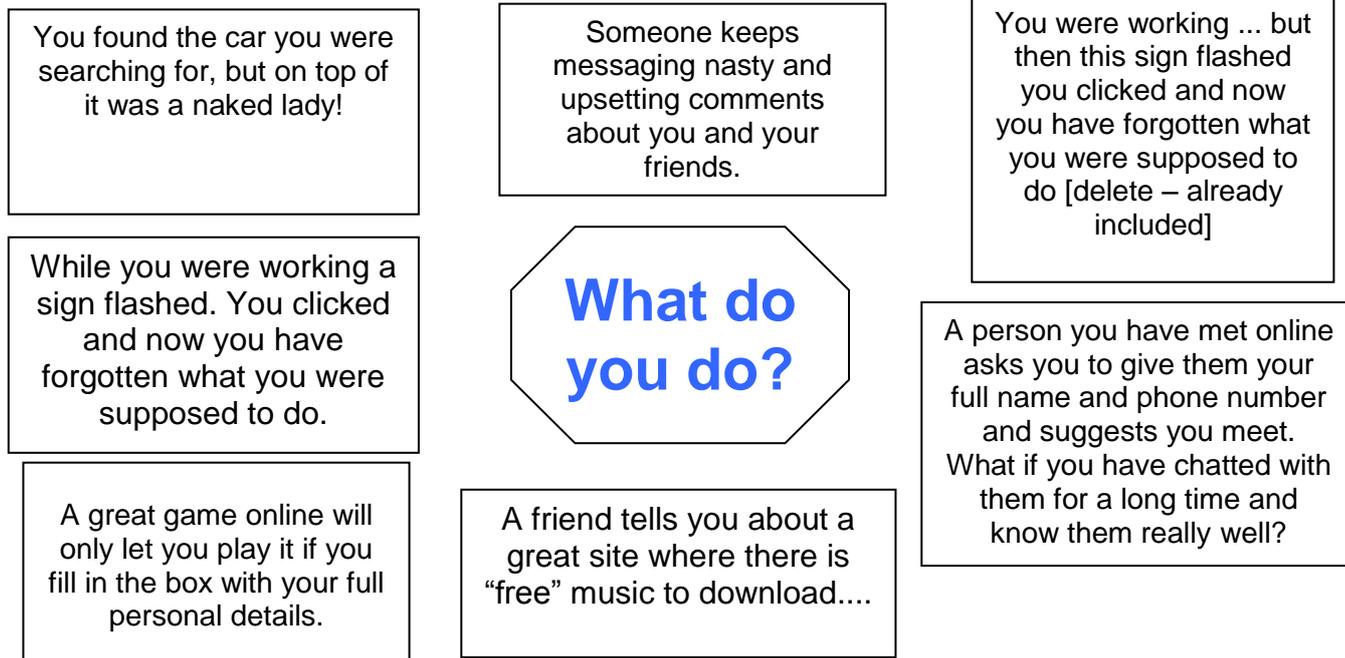   c) Seek teacher permission before uploading any content to websites.

Evaluation:
This policy will be reviewed as part of the school's five-year review cycle or earlier as required. Reviewed May 2016.

This policy was ratified by School Council.   .

This Acceptable Use Guidelines for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities.

Failure to adhere to the ICT Acceptable Use Guidelines WILL result in the student forfeiting their privilege to be part of the Wantirna South Primary School Electronic Network.

You found the car you were searching for, but on top of it was a naked lady!

Someone keeps messaging nasty and upsetting comments about you and your friends.

You were working ... but then this sign flashed you clicked and now you have forgotten what you were supposed to do [delete – already included]

While you were working a sign flashed. You clicked and now you have forgotten what you were supposed to do.

What do you do?

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 and know them really well?

A great game online will only let you play it if you fill in the box with your full personal details.

A friend tells you about a great site where there is "free" music to download....

For Parents: Bridging the gap between home and school

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work. A resource to support families understand the complexities of the ICT concerns is to visit: https://www.esafety.gov.au.

At home we recommend you:
- o make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- o have the computer with Internet access in a shared place in the house – **not your child's bedroom**
- o ask questions when your child shows you what they are doing, such as:
  - o how does it work and how do you set it up?
  - o who is else is sharing this space or game - did you know them before or "meet" them online?)
  - o why is this so enjoyable – what makes it fun?
  - o can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
  - o what are you doing to protect yourself or your friends from these potential dangers?
  - o when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Statistics show that students will not approach an adult for help because:
- o they might get the blame for any incident
- o they don't think adults "get" their online stuff – it is for students only
- o they might put at risk their own access to technology by either:
  - o admitting to a mistake or
  - o highlighting a situation that might lead a parent to ban their access.

Staff will communicate with parents educational programs that are used regularly in class by students to support learning.

Wantirna South Primary School
Internet and Email Access at School
Student Agreement

When I use the Internet, I have responsibilities and rules to follow.

I agree to:

Questions for teacher/parent/ student discussion:

Student Section

Student Name: _____

Class: _____   Date: _____

I have read the Wantirna South Primary School ICT Acceptable Use Guidelines. I agree to follow the rules contained in the guidelines.

I understand that this Acceptable Use Guideline will be in place for the entire time that I am enrolled at Wantirna South Primary School.

I understand that failure to follow this ICT Acceptable Use Guidelines *will* result in me forfeiting my privilege to be part of the Wantirna South Primary School Electronic Network.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Wantirna South Primary School ICT Acceptable Use Guidelines.

I give permission for my child to access all components of the school electronic network, which includes Education Department internet access, email, computer services, video conferencing, computer equipment, mobile devices and related equipment/software for educational purposes.

I understand that this Acceptable Use Guideline will be in place for the entire time that my child is enrolled at Wantirna South Primary School.

I understand that failure to adhere to this ICT Acceptable Use Guidelines *will* result in my child forfeiting their privilege to be part of the Wantirna South Primary School Electronic Network.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____