



# Internet POLICY

## Definition:

The Internet offers opportunities for students to:

- Gain access to vast stores of information around the world;
- Collect and share information;
- Communicate and collaborate with people around the world;
- Develop literacy, writing and critical thinking skills;
- Improve skills in using computer-based technologies;
- Increase competencies in information skills.

## Rationale:

We believe it is vital for the students of Richmond Primary School to learn how to use technology effectively and responsibly. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.

## Aims:

- To improve student learning outcomes through access to worldwide information.
- To develop skills through discriminate and appropriate internet usage.

## Implementation:

- Parental permission will be gained before students can use the Internet, in the form of an Internet Acceptable Use Agreement. Students in Years Prep to 4 will be required to sign the *Junior School - Acceptable Use Agreement* and Students in Years 5 and 6 will be required to sign the *Senior School - Acceptable Use Agreement*.
- Students will have opportunities to access the Internet for the purposes of searching for current information and resources, and to participate in interactive online activities.
- Children will only be allowed to access the Internet under teacher supervision.
- All Internet applications, used for school purposes, will be managed by staff. Wikis and blogs and other interactive 'web 2.0' resources will be private and only accessed by appropriate staff and students and their families.
- Teachers will revisit the Internet Acceptable Use Agreement with the students on a regular basis.
- Students will be taught that plagiarism is not permitted, and that they are expected to acknowledge the sources of information they have acquired on the Internet.
- Students' personal identifying information such as; full name, home address, age or phone number will not be permitted to be published on school websites or school endorsed websites with unrestricted access.
- Student communications via email and online messaging at school will be strictly limited and only permitted when directly supervised by a teacher.
- Internet games accessed by students should relate directly to the classroom or specialist curriculum, and not be used as a 'free time' activity. Students will only be allowed to play Internet games with explicit teacher permission and supervision.
- Any form of cyber bullying is expressly forbidden. Students who engage in such practices inside school will be managed in strict accordance with the Bullying and Harassment Policy
- Cyber bullying which occurs outside the school is not the responsibility of the school; however the school may intervene if deemed to be appropriate, or if there are implications

for the school and its students.

- Images of students will not be placed on the Internet by school staff without parental permission which will be sought for all students and filed at school.
- Students are not permitted to upload images (including videos) of themselves or other students at school to any website without the knowledge and authorisation of a teacher and the relevant students involved.
- Students will be discouraged from personally joining social networking websites whilst their age and other factors do not permit them to do so.
- Tethering, connecting to unauthorised wi-fi hot spots or accessing the Internet through connections external to the Richmond Primary School network is not permitted.
- Random checks may occur via remote desktop searches of web browser histories to ensure inappropriate use of the internet is detected and addressed accordingly.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary action, with possible exclusion from the program.
- If a student is downloading excessive amounts of data parents will be informed; restrictions will be put in place and charges may be forwarded.

#### **Related Documents:**

- RPS 1-to-1 iPad Program Guide which incorporates the Junior and Senior School Internet Acceptable Use Agreements.
- DET website: *Acceptable Internet Use Policy*  
<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>

#### **Evaluation:**

- Any reports of students using the Internet inappropriately will be investigated and recorded.
- This policy will be reviewed as part of the school's Strategic Planning and Review cycle.

**This policy was last ratified by School Council in**

**Draft 2015.**



# Acceptable Use Agreement

## Senior School – Grade 5 and 6

### School profile statement

At Richmond Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - Bullystoppers Duty of Care and Supervision  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - Bullystoppers Parent Interactive Learning Modules  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - Parents Cybersafety guide ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))



# Acceptable Use Agreement

## Senior School – Grade 5 and 6

### Student declaration

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- talking to a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- handling ICT devices with care and notifying a teacher of any damage or required attention
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson)
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.



# Acceptable Use Agreement Senior School – Grade 5 and 6

## Acknowledgement

This Acceptable Use Agreement applies to all digital technologies and environments, including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts including RPTV
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies are being used at school, during school excursions, at camps and extra-curricular activities, and at home.

Signature \_\_\_\_\_

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's Student Engagement Policy if I do not behave appropriately.

Student name: \_\_\_\_\_

Student signature: \_\_\_\_\_

School name: \_\_\_\_\_

School contact name: \_\_\_\_\_

School contact no.: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature & Date: \_\_\_\_\_



# Acceptable Use Agreement

## Junior School – Prep to Grade 4

### School profile statement

At Richmond Primary School, we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community.

At our school we:

- have a **Student Engagement Policy** that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour
- educate our students to be safe and responsible users of digital technologies. *(Include any specific programs or approaches the school undertakes.)*
- raise our students' awareness of issues such as online privacy, intellectual property and copyright
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities:
  - [Bullystoppers Duty of Care and Supervision](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx))
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services
- know that some online activities are illegal and as such we are required to report this to the appropriate authority
- support parents/guardians to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Acceptable Use Agreement and current information from both the Department of Education and Training and Cybersmart:
  - [Bullystoppers Interactive Learning Modules - parents](#)  
([www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx))
  - [Cybersafety guide - parents](#) ([www.cybersmart.gov.au/Parents.aspx](http://www.cybersmart.gov.au/Parents.aspx))



# Acceptable Use Agreement

## Junior School – Prep to Grade 4

### Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel (*Ask students to reflect on how they would feel.*)
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use – e.g. hold the equipment with two hands, keep equipment on the tables, keep food and drink well away from equipment.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.



# Acceptable Use Agreement Junior School – Prep to Grade 4

## My ideas on safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully**. This means I:

(write or draw...)

When I use digital technologies and the internet I **protect personal information**. This means I:

(write or draw...)

When I use digital technologies and the internet I **respect myself and others**. This means I:

(write or draw...)





# Acceptable Use Agreement Junior School – Prep to Grade 4

## Student agreement

### Student agreement

\_\_\_\_\_

(principal or teacher)

**acknowledges the commitment of**

\_\_\_\_\_

(student)

**to being a polite, safe and responsible user of  
digital technologies.**

As a student I continue to learn to use digital technologies safely and responsibly.  
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

\_\_\_\_\_

Student's signature

\_\_\_\_\_

Teacher/Principal's signature

\_\_\_\_\_

Date





