

Digital Technologies and Online Policy

The provision of Internet and online services at Yokine Primary School expands the range of teaching and learning opportunities available to staff and students. The purpose of this policy is to assist all school users in becoming aware of information, obligations and procedures that need to be followed to ensure the safe and effective use of digital technologies; and is in accordance with Education Department guidelines.

PURPOSE

The use of digital technologies in schools including Internet and online services enables staff and students to learn use and handle information; and communicate effectively in a rapidly evolving society. The use of these technologies will provide many direct and indirect benefits to staff and students including:

- Access to up to date and relevant information.
- The opportunity to access learning resources, projects and information regardless of the user's location.
- The opportunity to apply problem solving skills in an authentic environment.
- Access to local, interstate and international competitions.
- Access to vast libraries of information from sources throughout the world.
- The acquisition of knowledge and transferable skills that will be useful throughout their lives.
- Digital technologies curriculum implementation and assessment.
- Communication in all forms especially e-learning platforms.
- Safe use of ICT.

GUIDELINES FOR TEACHERS

It is recommended that teachers:

- Are aware of their responsibilities for supervising student use of online services as laid out in the Department's Students Online policy and the *Duty of Care for Students* policy;
- Keep a class record of which students are using individual units (laptops, desktops, tablets);
- Maintain an informed view of the relative risks and educational benefits of online activity by their students. A variety of resources are available from ACMA's Cybersmart site (<http://www.cybersmart.gov.au/>) to assist with this including professional learning materials, online cyber safety games, interactive learning programs, lesson plans and units of work, online helpline for students, information guides and presentation materials;
- Ensure that students are aware of the possible negative consequences of publishing identifying information online including their own or other students' images;
- Minimise the publishing of student images or any student-identifying information on the Internet. If such publication is necessary, limit the amount of time the information is online as much as possible and ensure that parental permission has been granted;
- Check that any material planned for publication on the Internet or intranets has the approval of the principal and has appropriate copyright and privacy clearance;
- Are aware of the steps to take and advice to give if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public. Such steps may include:
 - collecting as much information as possible about the incident including copies of communications;
 - emphasising to the student that the event is not necessarily their fault;

- identifying any risky behaviours on the part of the reporting student and counselling them on the need to adopt more protective behaviours; and
- if the incident warrants further attention, escalate it to school and/or Department authorities, notifying police only if you suspect the law may have been broken, such as a possible attempt by an adult to groom or encourage the student to meet face-to-face;
- Teachers to remind parents that student Internet access from home or other non-school sites does not occur via the Department's network and therefore Internet browsing may not be filtered;
- Use group photos only with subjects in regular school uniform or day clothing when publishing on the Department's intranet or Internet. Photographs of lone individuals, of students in swimming costumes, or similar should be avoided;
- Promote the use of strong passwords for students who can cope with the complexity. Stronger passwords:
 - contain a mixture of alphabetic and non-alphabetic characters;
 - are changed frequently;
 - do not contain dictionary words;
 - do not contain easily identified personal information such as name, date of birth, etc;
 - do not contain any part of the account identifier such as the username; and
 - are not written down.
- Full details on password security can be found in the *ICT Security Procedures: 1.2 Password and User ID* policy;
- Ensure parents/carers and students understand and sign the *Acceptable Usage Agreements*.

ACCESS AND USAGE

- Annually, Years 1-6 students are required to sign an Acceptable Use Agreement and parents/carers are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file.
- Annually, K-P parents/carers are required to sign an Acceptable Use Agreement on behalf of their children. The completed agreement will be kept on file.
- It will be each class teacher's responsibility to ensure that students are aware of the responsibilities and obligations of the Acceptable Use Agreement.
- Students who deliberately abuse the Acceptable Use Agreement will be subjected to school disciplinary procedures that may include the loss of user privileges.
- The primary use of the digital technologies and online services is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes.
- The use of digital technologies should be fair and equitable, legal and ethical and should be consistent with existing policies of the school and Department of Education.
- The Internet can only be accessed by students *under direct supervision of staff*. On no account are students to access the Internet unsupervised.
- Students and staff are required to be aware of and practice responsible copyright procedures for both print and electronic materials.
- Students are not to print without the permission of the teacher and responsible use of printers is encouraged in order to conserve resources.
- Games can only be played on school computers that have an educational purpose and with the express permission of a teacher.
- Teachers should ensure all students have returned the office form indicating the extent to which student's work or photos can be published. Absolutely nothing can appear without permission and it is advised that only first names of students be used.

- Staff members are required to regularly check their email.
- Consequences for breach of Acceptable Use Agreement for students in Years4-7 are:
 - 1st Breach – 2 Weeks digital technologies ban at school
 - 2nd Breach – 1 Term digital technologies ban at school plus Community Service once a week.

SECURITY

The curriculum network and Department of Education administration network have been integrated to allow staff members access to DoE resources. Due to the confidential nature of items stored on these networks it is imperative that security procedures are observed.

- Staff must not allow students access to a computer that is logged on to the administration domain (*yokineps*).
- Staff and students must log off of a computer when it is no longer required.
- Staff with DoE laptops must connect them to the school's network at least once a week to allow DoE and virus updates to take place.
- Do not open any files attached to an email from an unknown or suspicious source.
- Delete chain and junk emails immediately.
- If in doubt when downloading from the Internet, copy the file to an external source (*e.g. USB thumb drive*) so that it can be checked for viruses
- All files saved to the 'H' drive or any of the shared drives will be backed up every night by the server. Teachers saving work to *My Documents* on school computers or DoE laptops risk losing everything unless they back it up separately.
- Staff members are required to change their password every month.

ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS K-P

I have talked with my teacher about the on-line rules set out below when I use the internet or a log-on account:

1. I will ask the teacher first before using the school's digital technologies.
2. I will not give my private password out to others.
3. I will not let other people log on to my account (or any other web based account) without checking with the teacher first.
4. I will tell the teacher if I think someone is using my log-on account.
5. I will tell the teacher if I see anything that makes me feel uncomfortable.
6. I will only use work from the internet if I have asked the teacher.
7. If I download work or pictures from the internet I will say where it comes from.
8. 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.
9. I will take care when using the digital technologies equipment and will not access and/or change settings.
10. I will not use the school digital technologies to be mean, rude or unkind about other people
11. I will use the school digital technologies for school purposes only.
12. I will not use social networking sites at school.

I understand that:

- If I use the internet or the log-on 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 digital technologies.

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

I understand that if I break any of rules in the agreement, it may result in disciplinary action, determined by the Principal in accordance with the Department of Education's Behaviour Management in Schools policy.

Name of Student: _____

Signature of Student: _____

Name of Parent: _____

Signature of Parent: _____

Date: _____

Office use only: Date processed: _____ Processed by (initials): _____

Note: This agreement should be filed by the teacher and a copy provided to the parent / student.

ACCEPTABLE USAGE AGREEMENT FOR PRIMARY STUDENTS 1-6

If you use Yokine Primary digital technologies and/or Education Department online services, you must agree to the following rules:

1. I will use the school digital technologies only with the permission of a teacher.
2. I will follow all instructions from teachers when using school digital technologies.
3. I will not let anybody else know my private passwords.
4. I will not let others use my online services account unless it is with the teacher's permission.
5. I will not access other people's online services and / or school network accounts.
6. I know that I am responsible for anything that happens when my online services or network account is used.
7. I will tell my teacher if I think someone is using my online services or network account.
8. I know that the school and the Education Department may see anything I send or receive using the email service.
9. 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.
10. I will use material from Internet sites or other sources only if I have permission to do so.
11. If I use material in my work that I have found on the Internet, I will say where it comes from.
12. If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
13. I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
14. I will not damage or disable the digital technologies of the school.
15. I will take care when using digital technologies equipment and will not change the settings.
16. I will only download or upload material to the school network and the Internet with permission of a teacher.
17. I will not illegally copy software or knowingly spread computer viruses
18. I will not use social networking sites at school.
19. I will use the school digital technologies for school purposes only.

I understand that:

- I will be held responsible for my actions while using online & school network services and for any breaches caused by allowing any other person to use my online services or network account;
- The misuse of digital technologies and online services may result in the withdrawal of access to services and other consequences dictated in Yokine Primary's Behaviour Management 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 break any of 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: _____

Name of Parent: _____

Signature of Parent: _____

Date: _____

Office use only: Date processed: _____

// Processed by (initials): _____

Note: This agreement should be filed by the teacher and a copy provided to both the parent / student.