

Internet Usage Policy

Date Reviewed	16 th June 2020
Date Implemented	13 th August 2014
Author	Derek Rimes
Approved By	Principal Class
Approval Authority (Signature & Date)	<i>Gail Hardman 16.06.2020</i>
Responsible for Review	ICT Coordinator
Review Date	May 2023
References	Department of Education and Communities NSW http://bit.ly/1o5B7Bh

RATIONALE

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to provide a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community.

Use of the internet and online communication services provided by the Department of Education and Early Childhood Development is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

Responsible use of the services by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using internet and online communication services have the responsibility to report inappropriate behaviour and material to their teachers.

Students who use the internet and online communication services provided by the Department of Education and Early Childhood Development must abide by the Department's conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

Students should be aware that a breach of this policy may result in disciplinary action in line with the Seymour College Student Engagement policy.

AIMS

- To improve student learning by increasing access to sources of information.
- To develop skills in appropriate and effective use of the internet.
- To develop critical literacy skills in evaluating the quality of information and perceived or actual bias of information sources.

IMPLEMENTATION

- This policy applies to all staff and students at Seymour College who access internet and online communication services provided by Seymour College and the Department of Education and Early Childhood Development.

ACCESS AND SECURITY

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.

never send or publish:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.

ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.

never damage or disable computers, computer systems or networks

ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.

be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

PRIVACY AND CONFIDENTIALITY

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

INTELLECTUAL PROPERTY AND COPYRIGHT

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

MISUSE AND BREACHES OF ACCEPTABLE USAGE

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools, TAFEs, or from outside Seymour College.

Students should be aware that:

- their emails are archived and their web browsing is logged.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

EXPECTATIONS

- This policy will be reviewed as part of the college's review cycle.

1. This policy will be made available on the College's website.

2. This policy was reviewed on

16/06/2020

Child Safe Standards

"Victorian government schools are child safe environments. Seymour College actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations including the Child Safe Standards. The College's Child Safety Code of Conduct is available on the school's website."

Internet Cyber Safety

Student Agreement – Year 7 – 12

The Internet and You

Everyone has a responsibility to make the Internet a safe learning space:

- In everything you do on the Internet, always keep in mind that it is a **shared place for learning**.
- Remember too that everything in the Internet can be **tracked to the person who posted it** – no one can post anything anonymously.

How you can help make the Internet a safe learning space

- Think before you post something in a shared space: once it's up, it's up – you may not be able to take it down.
- Be respectful in the way you communicate with others on the Internet. Don't post hurtful or offensive comments or pass them onto others.
- Report any comments or postings in the Internet that concern you by:
 - Telling your teacher or parent.
 - Flagging inappropriate content at any time.

Using other people's work

You can use other people's work for your learning, such as their pictures, documents and videos. But there are some rules you need to follow:

- Always make sure you have permission to use other people's work.
- You can **link to** material on the internet.
- You can only use **part of** a song or video. These can really animate your work – just don't use the whole song or video (this protects the music and film industries and supports young and up-and-coming artists).
- You can use a small amount (around 10%) of all other material.
- Always reference when you have used another person's work. Your teacher can show you how to do this.

What is copyright?

- **Copyright** means the 'right' to 'copy'.
- **Copyright law** protects authors or creators of work by giving them rights over their work and how it is used.

The Internet is a shared place for learning. This means there are expected behaviours for all members. It's not hard, just use your common sense. For example, if you there's something you wouldn't say to someone face-to-face or in the classroom, then don't post it on the Internet.

Seymour College provides internet access for educational purposes. Students must use internet resources appropriately at all times.

Want to know more?

<http://www.smartcopying.edu.au/>

<http://www.cybersmart.gov.au>

I understand that all my actions online, or on the network, are traceable. I also understand that if I violate any of the terms of this agreement, my Seymour College Network access will be suspended, and I may be denied access to school computers and the Internet for a time to be determined by the College. I may also face further disciplinary action.

For serious or extreme breaches of this agreement, Victoria Police may be involved.

Student Name: Home Group:

Student Signature: Date:

Student Internet Use Agreement - Primary

When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving
- someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my
- own. (I will include the website link).

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

This means I:

- protect others' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I look after myself and others by thinking about what I share online.

This means I:

- never share others' full names, birthdays, school names, addresses and phone numbers
- because this is their personal information
- speaking 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
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don't deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

Student Name: _____ Year: _____

Student Signature: _____ Date: __/__/__

Parent Name: _____

Parent Signature: _____ Date: __/__/__