I.   POLICY STATEMENT

At Melton West Primary School, we are collectively striving to provide a safe and supportive learning environment for all students to achieve their full potential as responsible and active digital citizens. We will do this through providing authentic learning experiences, where students can connect and collaborate with local and global community as they explore their passions, with high expectations of students as individual learners and thinkers.

Students and teachers at Melton West Primary School can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people within the school, between schools and all over the world
- publish to the web
- utilise coding hardware and software to recognise and solve real-world problems

The school has an important role in preparing students for these 'online communities' and imparting them with 21st century skills necessary to excel in today's society, even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school-provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information ('stranger danger')
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the World Wide Web but certainly apply to the use of Internet at school. Just as in the real world, the virtual world of the Internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students.

2.   GUIDELINES

2.1   Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Agreement for the Internet and digital technologies.

2.2   The Acceptable Use Agreement is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its supporters to exercise good judgement.

2.3 Independent student use of the Internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in the Acceptable Use Agreement for the Internet and digital technologies (see Appendix A).

2.4 While we do not ask staff sign a written agreement, the Guidelines do apply to them. Staff should also be familiar with the DEECD Acceptable Use Policy which can be found at <u>DEECD Acceptable Use Policies</u>.

2.5 Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.

2.6 Students and staff must not use their loaned mobile device or the school network in breach of a law or to commit an offence.

3. PROGRAM

3.1.1 The use of the school's network is subject to the Acceptable Use Agreement for the Internet and digital technologies (see Appendix A). This means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with, the educational or administrative functions of the school.

3.1.2 The Acceptable Use Agreement is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- Bullying and Harassment Policy
- Student Engagement and Wellbeing Policy

3.2.1 Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

3.2.2 All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications, including text and images, can be disclosed to law enforcement and other third parties without prior consent from the sender.

3.3 Independent student use of the Internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set out in the Acceptable Use Agreement for Internet and digital technologies.

3.4.1 For breeches of the Acceptable Use Agreement for Internet and digital technologies, students and staff can face a number of consequences depending on the severity of the breech and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;

- removal of network access privileges
- removal of email privileges
- removal of Internet access privileges
- removal of printing privileges

- other consequences as outlined in the school's discipline policy

For Staff;

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be take

3.4.2 Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race' religion, national origin, physical attributes, or sexual orientation will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

3.5 While the Internet may be a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

3.6 Under the guidance of the ICT Coordinator, staff consult the digital technologies scope and sequence document to plan their lessons. This ensures scaffolded learning where new concepts are introduced at each level and exisiting skills and understandings are developed. Where possible, digital technologies are embedded across the curriculum to provide real-world contexts and meaningful learning experiences for students.

4.   LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- DEECD Using Technology to Support Teaching

Appendix A:

- Melton West Primary School Acceptable Use Agreement for the Internet and digital technologies

Other school policies which are connected with this policy are:

- The school's Bullying and Harassment Policy and Procedures (including cyber-bullying)
- The school's Student Engagement & Wellbeing Policy

5.   EVALUATION

This policy will be reviewed annually or more often if necessary due to changes in regulations or cir cumstances.

Date Reviewed: (School Council Endorsement)	June 5th, 2017
Date of Last Review	May 2017
Next Review Due Date	April 2018
Responsible for Review	Assistant Principal
Frequency of Review	Annually
References	Effective Schools are Engaging Schools – Student Engagement Policy Guidelines (DET)

APPENDIX A: MELTON WEST PRIMARY SCHOOL ACCEPTABLE USE AGREEMENT FOR THE INTERNET AND DIGITAL TECHNOLOGIES

At Melton West Primary School, we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the school's roles and responsibilities in supporting safe digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

Part A - School support for the safe and responsible use of digital technologies

Melton West Primary School uses various Internet and digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use these Internet and digital technologies responsibly at school. Parents/carers should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

At **Melton West Primary School** we:
- have a Student Engagement and Inclusion Policy that outlines our school's values and expected student behaviour, including online behaviours;
- have programs in place to educate our students to be safe and responsible users of digital technologies (e.g. eSmart Schools Framework);
- educate out students about digital issues such as online privacy, intellectual property and copyright;
- supervise and support students using digital technologies in the classroom;
- use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
    - see: Duty of Care and Supervision
      (www.education.vic.gov.au/about/programs/bullystoppers/Pages/prindutycare.aspx)
- provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- use online sites and digital tools that support students' learning;
- address issues or incidents that have the potential to impact on the wellbeing of our students;
- refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- support parents and care-givers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resources provide current information from both the *Department of Education & Training* and The Children's eSafety Commission:
    - Bullystoppers Parent Interactive Learning Modules
      (www.education.vic.gov.au/about/programs/bullystoppers/Pages/parentmodules.aspx)
    - iParent | Office of the Children's eSafety Commissioner
      (www.esafety.gov.au/education-resources/iparent)

If you have further queries or concerns in regard to this document, the Internet or digital technologies at Melton West Primary School, please do not hesitate to contact **Mr Jayden Spudvilas-Powell** at the school.

Part B: Student Agreement

When I use digital technology 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 feel
- not sending mean or bullying messages or forwarding them to other people
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

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 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 parents or guardians
- 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 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, 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
- 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.

At Melton West Primary School we/I have:
- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

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

Please note that Melton West Primary School does not encourage students to bring mobile phones to school and requires that, if it is necessary to bring them, they are handed in to the office on arrival at school.

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 _____ **Year Level** _____

Student Signature _____

Parent/Carer Signature _____ **Date** _____

APPENDIX B: MELTON WEST PRIMARY SCHOOL PARENT PERMISSION FORM FOR WORLD WIDE WEB PUBLISHING OF STUDENT WORK

Throughout the year your child's work or image may be included on the Melton West Primary School website or our social media, details of which will be provided through the school newsletter throughout the year. Any work or images will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to you as parents. No surnames, home addresses or telephone numbers will appear with such work.

The work in question may include class work, digitally created works, photos, video or audio clips created by the student.

We grant permission for the publishing of student work as described above.	
Full Name of Parent/Guardian:	**Date:**
I, the student, also give my permission for such publishing.	
Full Name of Student:	**Date:**

If you have any questions or concerns about this agreement please contact
Mr Jayden Spudvilas-Powell on (03) 9743 5818

For further Support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx