



# Dandenong South PS

## INTERNET Usage Policy

### **Rationale:**

Dandenong South Primary School uses the Internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge it must be used responsibly. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups worldwide so as to increase skills, knowledge and abilities.

Many existing policies of the Department of Education and Training (DET) guide teachers and schools in their conduct in implementing the use of technologies, such as the Internet. We require teachers to know and follow these. Dandenong South Primary School is committed to child safety. We have a zero tolerance to child abuse. Our school 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.

### **Aims:**

- To improve student learning outcomes by increasing access to worldwide information and learning technologies.
- To develop skills in discriminate and appropriate Internet usage.

### **Implementation:**

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All staff at our school will have censorship filtered Internet and email access. All staff will have their own password protected Internet and email account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- All students at our school will have censorship filtered Internet access. All students will have their own password-protected account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- Students and families will be given the DSPS Technologies Acceptable Use Agreement, AUA. It will outline the expected behaviour of students and seek informed agreement.  
The AUA is an opportunity to describe the programs and processes Dandenong South PS has in place to support students to be safe, ethical and responsible users of digital technologies.
- Teachers will revisit the AUA with the students on a regular basis. Curriculum content related to the safe and ethical use of the Internet will be delivered to all year levels on an ongoing and regular basis.
- 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 be allowed to play Internet games with explicit teacher permission and supervision.

- Any form of cyber bullying is strictly forbidden. Students who engage in such practices outside the school are primarily the responsibility of their parents; however, the school may intervene if deemed to be appropriate, or if there are implications for the school or other students.
- 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.
- A Technologies Team Leader has been appointed and liaises with staff and the Specialist Technician to manage all issues related to Internet access.
- All staff shall be responsible for notifying the Technologies Team Leader of any inappropriate material on the Internet so that access can be blocked.
- All students shall be responsible for notifying their teacher of any inappropriate material on the Internet so that access can be blocked.
- Signed parent and student DSPS Technologies Acceptable Use Agreement, AUA, is required for Internet access. Information will be provided to families to support the understanding of this document, if necessary. The **parent guide from the Office of the Children's eSafety Commissioner** is available to parents on request.
- Signed parent **Consent for Children's Photographs & School Work** is required in order to publish student work, photographs, video footage and schoolwork on the school web site or Internet. This parent consent form is on the Student Enrolment Form.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students on the school web site or Internet, only the student's first name and last initial will be used.
- School staff may use their own personal devices to capture images of students for reasonable and legitimate educational purposes. If this occurs, staff are expected to upload the images to the school database and delete the images from their device within a week of the images being captured.
- The school undertakes to ensure that information published on the school web site or Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- All teachers shall be responsible for making sure all work that is published on the school web site or Internet is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

**Related Documents:**

This policy is to be read in conjunction with the following policies.

- Cyber Bullying policy
- eSmart policy
- Student Engagement policy
- Photography Policy

**Evaluation:**

This policy will be reviewed as part of the school's four year review cycle or earlier as required.

This policy was last ratified by School Council on	22/10/2019
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## Dandenong South Primary School

### Technologies Acceptable Use Agreement Terms

At Dandenong South 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 through fortnightly lessons and having appropriate incursions.
- 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.
- 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))

This Acceptable Use Agreement/Policy is designed to give students (and their families) clear and concise guidelines regarding the appropriate use of technology. The underlying premise of this policy is that all members of DSPS's community must uphold the values of honesty and integrity. The acceptable use of technology reflects the strength of one's character, one's behaviour and one's choices.

***We expect our students to exercise strong judgment and to utilise technology with integrity.***

## 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.

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.

## 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...)

## Student agreement/licence

### Student agreement/licence

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(teacher)

**acknowledges the commitment of**

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(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.

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Student's signature

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Teacher's signature

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Parent's signature

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Date