HAMILTON NORTH PRIMARY SCHOOL
INTERNET POLICY and PROCEDURES

Hamilton North Primary School Statement

Hamilton North Primary School at all times will fully comply with Department management and the associated Guidelines published and amended by the Department from time to time.

Rationale:
- 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 by increasing access to worldwide information.
- 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 students and staff at our school will have censorship filtered internet and email access. All staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- An ICT leader will be appointed, who will liaise with the Principal, staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- The school undertakes measures to ensure that information published on the 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.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
- Costs associated with personal internet usage will be borne by students.

Evaluation:

- This policy will be reviewed at least every three years as part of the school's regular review cycle.

APPENDIX A – ACCEPTABLE USER AGREEMENT

Office Use Only	
Issue Date	August 2015
Last Review Date	July 2016
Next Review Date	July 2018

ACCEPTABLE USE AGREEMENT

For Internet and Digital Technologies 2017

In reaching this agreement:

− **teachers will:**
  o discuss the agreement with their students and ensure they understand each dot point. A bully busters page will be completed within class, for the profile book.
  o develop a classroom environment that promotes safe and responsible behaviour online
− **parents/carers are asked to:**
  o read and understand what the school will do to support the safe and responsible use of digital technology (Part A)
  o read through the agreement and discuss it with their child to ensure they understand each dot point (Family Information section)
  o consider how they might support safe and responsible behaviour online at home (Supported by the Family information developed and delivered by the school)
  students should:
  o read through the agreement with their parents/carers and their teacher to ensure they fully understand what they are agreeing to (Part A)
    o sign and abide by the agreement (Part B)
    o return the signed agreement to the school to be placed on file for the school year..

Hamilton North Primary School believes the teaching of cybersafety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

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

Hamilton North Primary School uses the internet and digital technologies as teaching and learning tools. We see these as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile 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 **Hamilton North Primary School** we are an e-smart school continually working towards an e-smart status. This means we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g photos from excursions)
- provide support to parents/carers to understand this agreement.
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home

Part B - Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it.
- not go looking for rude or offensive sites.
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher or parent if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.
- let an adult know if I see something inappropriate online.
- develop an understanding of my "digital footprint".
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to answer any questions. (I should not copy and paste the information as my answer)
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- not reveal my password to anyone except the system administrator or the teacher

- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not bring personal USB or CD/DVD's to school to load or run on the school computers, unless authorised by your teacher.

Mobile Phones/Ipods/ipads

- Students are discouraged from bringing a mobile phone, ipods, ipads and accessories to school. If a student does bring any of these digital technologies to school, they are required to hand it into their teacher during school hours and collect it at the end of the school dayFailure to do this may see the technology confiscated and a parent will be asked to collect it from the principal's office.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

HAMILTON NORTH PRIMARY SCHOOL

CYBER- SAFETY

PARENT INFORMATION BOOKLET

- **USER AGREEMENT EXPLAINED**

- **HINTS AND TIPS FOR PARENTS IN PROMOTING CYBER SAFETY AT HOME**

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

The term "space" is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images videos for students to view. Not all content is presented as a space.

About the agreement:

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school.

Support others by being respectful in how I communicate with them and not participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher or parent if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is "Don't post what you wouldn't want your parents, teachers, grandparents, or future boss to read."

Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatars
- don't share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

Use the internet at school for educational purposes and use the equipment properly

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

The school supplies computers for students use. These are shared computers for all students in the school. In Grades 3-6 have access to a bank of laptops. Each child is allocated a shared laptop for the year and it is their responsibility to look after this computer and report any damage or inappropriate content immediately.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank

accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

Not bring or download programs without permission, including games, to the school or run them on school computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and students are not permitted to log into a computer logging another person's details. . The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

Students are not permitted to upload games or music to the school server. If they do, all computer privileges will be revoked.

Students are reminded that their files are not private and can be, and will be, checked by teachers at any time. Any material saved is subject to this.

When using my digital device as a phone, I will:

- understand that I am discouraged from bringing a mobile phone to school, however if my parents request that I need the phone to communicate with them after school, I am required to hand over my mobile phone to the teacher during school hours and collect it as I leave the school at the end of the day.

When using a digital device as a camera I will:

- Never take photographs at school and post them on social network sites.
- Only take photos and record sound or video when it is part of a class or lesson.

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- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.
- With exception of cases where students are allowed cameras (camps & excursions) students will not publish photos of other students without permission of the person.

Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the internet. Make some time to sit with them online and ask questions such as:

o What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
o How does it work? How do you set it up? What are the conditions of use?
o Who is else is sharing this space? Do you know them or did you 'meet' them online? How can you control who is in your space?
o Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
o What are you doing to protect yourself or your friends from these potential dangers?
o When would you tell an adult about an incident that has happened online? Who would you tell?
o When wouldn't you tell and why not? *Research shows that students are reluctant to report issues and put at risk their internet/phone access.*

Ensure your child to set their space to 'private' if they use a social networking site. They are then in control of who can contact them and access their information.

Ensure that all internet activities occur in a shared place– not your child's bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of "safe search filters" freely available as settings on Google, Bing etc

Encourage all digital equipment to be turned off or put away at certain times.

If a child is worried about content posted, talk to them about it and if you are worried, encourage them to print out the material. Also make sure your child is aware that anything that they post can be seen and printed by others (digital footprint).

Scenarios for teacher/parent/guardian/student discussion:

What can you do?

- You found the car picture you were searching for, but it includes a naked woman!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone.
- A person you met online asks you to give them your full name, phone number and suggests you meet. Is it different if they have been your "friend" for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments/image about someone you know.

- A game online will only let you play it if you give your name, address, date of birth, etc.
- An online community asks you to sign up and allow the space to "Connect you to all your friends" It wants your email address and password to do this. It needs access to your address book.
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend took a video of you and your friends 'mucking around' and posted it on a video hosting service like YouTube.
- You told your parent/guardian that you are doing homework for hours every night on the computer.
- Your friend has an online profile published (not set to private). You can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music or a game to download.

If you are looking for further information about online safety, check out the website **cybersmart.gov.au**. Content here is organised in age appropriate categories and includes video clips and suggestions on helping your child become Cybersmart.

This page is to be signed and returned to school

I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name

Year Level

Student Signature

Parent/Carer Signature

Date

If you have any concerns about this agreement or ideas for making the agreement better contact **Hamilton North Primary School**

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