



# Ashby Primary School

## Acceptable Use of Internet Policy

<b>Ratified on:-</b>	<b>Review Date:-</b>
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This policy has been developed in conjunction with the Victorian Department of Education's 'Acceptable Use Policy' for DET Information, Communication and Technology (ICT) resources, as well as, Ashby Primary's Acceptable Use Agreement, BYOD Policy and Social Media Policy.

### **RATIONALE:-**

Ashby Primary School has a commitment to all stakeholders that the Internet and network connectivity that it provides all students, staff, and where appropriate, members of the community, unprecedented opportunities to the widest variety of information and resources to be located online. Ashby Primary School supports the responsible use of the Internet as a core learning and teaching tool to assist in the development and growth for developing students' communication, collaboration, creativity and critical thinking skills.

### **GUIDELINES:-**

Who does this policy apply to;

This policy applies to all the following stakeholders within Ashby Primary School's community:

- Students;
- Staff;
- Parents;
- Principal Administrators; and,
- External stakeholders granted access to Ashby's online environment.

Ashby Primary School has a responsibility to all stakeholders to ensure the Internet and connectivity that it provides is safe, monitored, and privacy measures are in place to protect those who have access. The Internet and network at Ashby Primary School is for all students, staff and school community members for educational purposes only, which includes however is not limited to research, communication, collaboration, creativity, and online citizenship purposes. This policy is intended to:

- Improve student learning outcomes by increasing access to World Wide Web information and information stored both locally on the school's network and in the cloud. I.e. Google App's for Education.
- Develop skills in all stakeholders to appropriately and effectively use the Internet and network.



- Instruct students about how to use the Internet and network in a safe and responsible manner whilst also learning to protect their own privacy.
- Ensure all members of the Ashby Primary School community who access the Internet and Network are accessing online environments that are safe, appropriate, and protect the privacy of individuals and groups.
- Uphold the values of Ashby Primary School to ensure online activity engaged in by stakeholders does not bring the school into any unwanted situations due to misconduct or misuse.

#### **IMPLEMENTATION:-**

- Staff, parents and students at Ashby Primary School will be provided with a copy (to be signed by students and parents, and returned to the school) of the Ashby Primary School Internet Acceptable Use Agreement. (Also available for download from the school's website)
- Individual user email accounts will be created for use for all students in grades 3-6.
- Ashby Primary School will segregate the Internet access that staff and students have access to for teaching and learning purposes.
- All members of the Ashby Primary School community will be accessing a heavily filtered internet connect via the Department of Education's Netspace Filter. Additional online spaces will be restricted/unrestricted as required.
- Students who are part of the school's initial BYOD program will have the ability to download iPad applications as only instructed by staff, and if, parental consent is given to do so. All downloaded applications will be cached, and the school aware of what is being accessed and downloaded.
- Approved Network Administrators will have access for the purposes of servicing the Network.
- Any Internet site used for class activities should be for educational purposes and care must be taken to ensure the content is appropriate.
- Students will be encouraged to critically appraise any site on the Internet for accuracy and educational value.
- Student use of the Internet will be supervised by a teacher at all times as best can be achieved.
- Staff shall be responsible for notifying the digital learning of any inappropriate materials so that access can be blocked.
- Students shall be responsible for notifying staff immediately of any inappropriate materials found and or accessed so that action can be taken.
- All material published on the Internet by Ashby Primary School will be used to present relevant information about the school that is of use to other schools and the wider global community.
- No images portraying students of Ashby Primary School will be published or posted online unless parents/caregivers of students portrayed in that image have given consent via the school's 'permissions form'.
- All measures are to be taken by the school to protect the privacy and wellbeing for all of Ashby Primary School's stakeholders when accessing the Internet personally or via school based media and publications.



- Students are forbidden from accessing the internet via any other means other than the internet and network that is provided.
- Chat rooms and or online messaging services are forbidden unless used for educational purposes as direct only by the teacher.
- Explanations and demonstrations will be given to students on how to select appropriate keywords when searching for material for educational projects will take place, as per the schools CyberSmart Policy.

When accessing online environments and spaces, students will be instructed to:

- Follow teacher instructions regarding the use of the Internet at all times.
- Use the Internet for educational purposes only.
- Not attempt to access inappropriate material as determined by Ashby Primary School staff.
- Only use first names on World Wide Web and email communication.
- Ensure that any email that is sent does not contain inappropriate content.
- Not download applications, programs or software that are not approved by a staff member whilst at Ashby Primary School.
- Immediately notify any staff member of any material found online that makes them feel uncomfortable or could make others feel uncomfortable.
- Protect the privacy of self and others by not giving out login information or passwords.
- Never take a picture of a person via any device without having permission of that person first. Verbal permission is to always be sought first.

Any changes or modifications of this policy will need to be ratified at Ashby Primary School School-Council prior to updates being made. All parents/students must sign the Ashby Primary School Acceptable Use Agreement before being allowed to access the Internet and or the school network.

#### **(APPENDICES)**

If required, adequate funds will be made annually to allow for:

- Access to the World Wide Web outside of Caches by staff for educational purposes.
- Anti-Virus Software.
- Professional Development of staff.
- Maintenance and the upgrading of hardware and software.

#### **EVALUATION:-**

Ashby Primary School should evaluate the policy:

- As part of a school's review of strategic or annual implementation plans



- As part of the schools review of the 3 Year Digital Learning Strategy (Currently being developed)

**CERTIFICATION**

The policy was ratified at the School Council meeting held at Ashby Primary School on the \_\_\_\_\_ day of \_\_\_\_\_ 201\*

Signed \_\_\_\_\_

Signed \_\_\_\_\_

(School Council President)

(School Principal)