Learning Technology
Acceptable Use Policy
Date: August 2008

1. Rationale
Williamstown North Primary School provides access to a range of up to date technologies to enhance teaching and learning opportunities and enrich the learning environment.

The nature of Information and Communications Technology (ICT) is undergoing constant change. In responding to these changes the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources.

Students and their parents should be aware that some Internet sites may contain material that is illegal, defamatory, inaccurate or offensive to some people. Williamstown North Primary school does not have complete control over internet however there are practices that can be implemented by the school, parents and students to safeguard users.

Williamstown North Primary School believes that the benefits to students from access to the Internet far exceed any disadvantages of access. These benefits include access to information resources and opportunities for collaboration.

2. Aims

2.1 Within a school context to ensure that users (students, staff, and community) are safeguarded when accessing the Internet, E-mail and Intranet.

2.2 To ensure that use of the Internet and E-mail within the school context meets legal requirements and standards of general practice.

2.3 To clearly communicate guidelines for the appropriate use of computers and other technology to students, staff and parents.

2.4 To develop the knowledge, skills and behaviours required to enable students to understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

3. Implementation

3.1 Develop and implement an Acceptable Use Policy, which sets clear guidelines for use of computers and other forms of telecommunication equipment.

3.2 Develop and implement Code of Practice appropriate for students and staff.

3.3 All students are required to sign, or have signed by parents on their behalf, a Code of Practice.
3.4 All students must receive parental permission for photographs, work or video footage being published on the Internet.

3.5 Students are responsible for good behaviour on school computers as detailed in the school’s student Code of Practice relating to Internet use. Teachers will discuss with students the rules for correct use of Internet.

3.6 Students who fail to honour their Code of Practice may incur the withdrawal of their access to the Internet and/or school network.

3.7 Classes will discuss that all members of the school must share the responsibility for the maintenance and careful use of school computers and other technology at all times.

3.8 Individual users of the school computer network are responsible for their behaviour and communications over these networks. It is expected that users will comply with school standards and will honour the agreement they have signed.

3.9 The school expects the staff will incorporate use of computer information networks throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources.

3.10 The school will develop and implement an eLearning Plan which sets out a plan for the continued updating of technology and staff professional learning over a 3 year period.

3.11 The school undertakes to ensure that information published on the Internet by students or the school under the school’s name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

3.12 The school undertakes a commitment to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet and other communication tools.

3.13 The school will engage a provider that ensures World Wide Web filtering, email filtering and monitoring of privileges.

4. Review

4.1 The Information Communications Technology Coordinator in conjunction with staff and School Council will conduct a review of the policy annually.

This Policy has been ratified by School Council on 25th November 2008.
Appendix I

Williamstown North Primary School

Code of Practice
Prep – Year 2

I agree to allow my child to access the Internet/Ultranet within areas specified that have been previously viewed by the classroom teacher or quality assured or other sources approved by the school. I expect that adequate supervision will always be available when my child is using the Internet/Ultranet.

I have explained the following guidelines to my child:

- he/she should click on the Home button and inform the teacher if he/she encounters any material on the web that makes him/her feel uncomfortable at any time.
- he/she should never give out personal information, including their phone number, last name or home address when using the Internet/Ultranet.
- he/she will take care to look after computers and other equipment.
- respect the password privacy of others.
- he/she will not use the Internet/Ultranet to bully or abuse another person in any way. If he/she is subjected to any cyberbullying he/she will immediately inform his/her classroom teacher.

Permission Form

I give my permission for my child,

Child's Name: __________________________________ Class: ____________________

to use the Internet/Ultranet at Williamstown North Primary School.

Parent/Guardian Name: ____________________________________________

Parent/Guardian Signature: _______________________________________

Date: _____ / _____ / _____
Appendix II

Williamstown North Primary School No 1409

Code of Practice
Year 3 – Year 6

Student Agreement
When using the Internet at Williamstown North Primary School I will:

- agree to use the Internet/Ultranet in a responsible manner and in accordance with our school Values.
- immediately click on HOME or turn the monitor off and inform the teacher if I find myself in an unsuitable location.
- only work on the Internet/Ultranet for purposes specified by the supervising teacher.
- take the responsibility to care for computers and other technology.
- not give out personal information such as my surname, address and telephone number, parents’ work address/telephone number and passwords.
- never send a person my picture without first checking with the supervising teacher.
- always have my teacher’s permission before sending e-mail.
- respect the email and password privacy of others.
- compose email messages using only language I understand is acceptable in my school.
- not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.
- follow school guidelines and procedures when preparing materials for publication on the web, including the Intranet/Ultranet.
- not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with the supervising teacher.
- not use the Internet to frighten, annoy, abuse or threaten another person. Any incidents of cyberbullying will be dealt with by the school Principal and ICT Coordinator.
- follow school guidelines and procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my Internet/Ultranet access rights for a period of time determined by the school.

Student Name: ___________________________________________ Class: __________

Student Signature: __________________________________________

Date: _____ / _____ / _____

Parent/Guardian Agreement
I agree to __________________________________________________________ using the Internet/Ultranet at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Name: __________________________________________

Parent/Guardian Signature: ______________________________________

Date: _____ / _____ / _____
Appendix III

Release Form
(Permission for Publication of written work)

Publishing on the Internet/Ultranet provides students and teachers with a global audience for their work, adding an exciting and challenging dimension to their communications.

When publishing material on the Internet/Ultranet, Williamstown North Primary School will ensure the material does not contain personal details. Under no circumstances will surnames, home addresses, telephone numbers or other contact details be published by the school.

Your child continues to own the copyright on the work to be published.

A global audience can access student work published on the Internet/Ultranet.

This ‘Release Form’ does not give permission for the release of any photographs of children.

Signing this form gives permission while your child attend Williamstown North Primary School.

Please sign the form below to give permission to publish any work on the Internet/Ultranet.

Permission Form

I agree to any of my child's work being published, including on the Internet/Ultranet, as deemed appropriate by the school.

Name of Child: ___________________________ Class: ____________

Parent/Guardian Name: __________________________________________

Parent/Guardian Signature: _______________________________________

Date: _____ / _____ / _____
Appendix III b

Release Form
Permission for Taking & Publication of Photographs & the Publication of Written Work

I give permission for my child _________________________________________ to: -
(Please ✓)

☐ Have his/her photograph taken for the purpose of school related activities.
☐ Have his/her photograph published in the media (i.e. Local Newspaper).

OR

☐ I don’t agree to my child’s photograph being taken and I will provide written notification to the Principal/Assistant Principal.

I understand that Williamstown North Primary School will ensure that only have my child’s first name will be used and no personal family information, contact numbers, or addresses will be provided.

☐ I give permission for my child’s work being published, including on the Internet & Ultranet as deemed appropriate by the school. When publishing material on the Internet & Ultranet, Williamstown North Primary School will ensure any material does not contain any personal details. Under no circumstances will surnames, home addresses, telephone numbers, or any other contact details be published.

Your child continues to own the copyright on their published work.

Please note that a global audience can access published work on the Internet & Ultranet.

Child’s Name: _______________________________ Class: ______
Parent/Guardian Name: ____________________________
Parent/Guardian Signature: __________________________
Date: _____ / _____ / _____
Appendix IV

Guidelines for the Use of Computers and Other Equipment

The care and correct use of our Learning Technologies equipment is vitally important to the ongoing success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of our computers and other equipment at all times.

General Rules of Usage
- Hands should be clean at all times when using any Learning Technologies equipment. (Computers, cameras, printers etc.)
- No food or drink is permitted near any Learning Technologies equipment at any time. Modification of any settings on the computers (e.g. backgrounds, screensavers, video settings, shortcuts, etc.) is not permitted without permission from the Information Communication Technology Co-ordinator.
- Under no circumstances is it permitted for any files to be transferred between school and students' homes without teacher’s permission. This includes any project files, software downloaded from the Internet, via e-mail, etc.
- If in doubt about what is permitted at any time, students must ask a teacher.

Caring for Computers
- The Computer should be wiped down with a dry, clean cloth weekly.
- The Monitor/Screen should be wiped down weekly with a dry, clean cloth.
- The Keyboard should be brushed weekly.

Caring for Computer Attachments
- The Mouse should be wiped weekly. Mouse balls and tracks should be cleaned periodically, approximately once a month.
- Speakers should be wiped down weekly with a dry, clean cloth.
- Headphones should be carefully folded and stored safely at the end of each day.
- Microphones should be carefully folded and stored safely at the end of each day.

Caring for other Learning Technologies
- Printers should be wiped down weekly with a dry, clean cloth.
- Scanners, including glass plate, should be wiped weekly with a soft cloth.
- Digital Cameras should be used and packed away carefully as detailed on the sheet that came with the cameras, and returned to the appropriate storage area. Televisions/Video Cameras/Video Recorders should be wiped clean after each use and packed away safely and carefully. Cover where suitable.
Appendix V

Use of the Internet and E-mail

At Williamstown North Primary School, the Internet is viewed as an important resource in many teaching and learning programs. The emphasis at our school is on the careful and responsible use of the Internet for school-based projects. The Internet is not to be used for entertainment or for other non-educational uses. Deliberate misuse of the school's Internet facilities will result in the application of the Consequences for Disregard of the Acceptable Use Policy guidelines.

Acceptable Use of the World Wide Web

- Students must always seek permission from a teacher and must be under teacher supervision at all times when accessing the World Wide Web.
- Students are not to look for, view or download unacceptable graphics, sounds or text files at any time. If students are unsure of what is acceptable, they are to ask a teacher for assistance.
- The downloading of any material from the Internet requires permission from a teacher.
- If a student should accidentally access a site with unacceptable material on it, they should immediately inform a teacher.

Acceptable Use of E-mail Facilities

- Individual e-mail accounts will only be given to Year 5-6 students.
- Students should always use normal, polite and considerate language when using the e-mail facilities to send and receive messages.
- Students must gain permission from a teacher before sending any e-mail message anywhere.
- Students are not to access any other person's e-mail at any time.
- Sending any personal information (full name, address, phone numbers, etc.) via the school's e-mail system is strictly forbidden.
- The exchange of other files (graphics, sounds, etc.) using the school's e-mail system is unacceptable without teacher consent.
- If a student should receive an e-mail message that makes them feel uncomfortable, they are to immediately inform a teacher.

In Years 3 - 6, all students will have their own folder on the Network File Server. It is each student's responsibility to maintain their folder and its contents. Unacceptable files that are found within these folders will be immediately removed and appropriate consequences implemented (refer to Consequences for Disregard of the Acceptable Use Policy Guidelines by Students). Should any student find an unacceptable file within their own folder, they should immediately inform a teacher.
Appendix VI

Publishing Work Using Learning Technologies

At Williamstown North Primary School, we stress the value of quality in our work, and require that all student work be thoroughly checked before being published. This includes multi-media presentations (e.g. Hyper Studio, PowerPoint, etc.), projects for display on the school Website, outgoing e-mail messages, and so on. Using resources such as the Internet for publishing is an extremely valuable and exciting way to share students' work. It is also vitally important that we remember that such work is available for the world to view and, as such, must be of the highest quality.

Acceptable Quality of Published Works

Students should thoroughly check their work before attempting to publish it using Learning Technologies. This should include spelling, grammar, appropriateness of graphics, sounds topic, etc. After being checked by a student, the work must then be checked thoroughly by a teacher and be authorised as being suitable for publication.

Copyright Laws

- Students and teachers must consider Copyright Laws at all times when copying any type of material for use in their work.
- If student work is to be published only within the school setting (e.g. books, posters, presentations, etc.), then materials copied from other sources need only be referenced in a bibliography or reference list.
- If student work is to be published on the World Wide Web, permission must be gained from the owners of any material copied or used within their work (e.g. pictures, sounds, etc.). Such permission may be gained through e-mail contact, written requests, etc.
- If students are unsure as to whether they require Copyright permission, they should ask a teacher for advice.
- Students will be made aware of the meaning and issues relating to plagiarism.

Permission for Publication of Student Work

- Any student work deemed suitable for public viewing (e.g. on the Internet, via e-mail projects, etc.) can only be published after the appropriate permission form has been completed by respective students’ parent/s or guardian/s. This permission form is attached to this document as Appendix 1. All classrooms will be supplied with these forms for staff and students to use.
- Work to be published for viewing or use only within the school setting does not require parental permission.
Appendix VII

Consequences for Disregard of the Student Code of Conduct

Students at Williamstown North Primary School have a right to the use of the extensive Learning Technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this, the following system of penalties will be invoked where necessary:

<table>
<thead>
<tr>
<th>Level</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Offence</td>
<td>Verbal warning to student; name in Student Behaviour Book.</td>
</tr>
<tr>
<td>Second Offence</td>
<td>Written warning issued to student to go home to parents. Warning to be signed by parent/guardian and returned to school; name in Student Behaviour Book.</td>
</tr>
<tr>
<td>Third Offence</td>
<td>Short-term (one week) suspension from using any Learning Technology within the school; letter home to parents; name in Student Behaviour book again.</td>
</tr>
<tr>
<td>Fourth Offence</td>
<td>Long-term (one month) suspension from using any Learning Technologies within the school; letter home to parents; interview with parents/guardians.</td>
</tr>
<tr>
<td>Subsequent Offences</td>
<td>Any subsequent offences would be dealt with under school-wide suspension procedures as outlined in the Student Code of Conduct.</td>
</tr>
</tbody>
</table>

- Please note that should a deliberate or particularly offensive act occur, steps 1 – 3 may be passed.
- All offences should be reported to the Information Communication Technology Co-ordinator and, where appropriate, the Principal or Assistant Principal.
- The Acceptable Use Policy Guidelines and Consequences will be revisited on a regular basis in each classroom.
Appendix VIII

Staff Code of Practice

With the availability of extensive Learning Technologies on both a professional and personal basis comes extensive responsibility in its use. To assist in this process, the following Staff Code of Use has been developed.

Responsibility for Staff Notebooks

Individual staff members are responsible for the care of all Notebooks that are leased. Staff should immediately notify the school if any damage occurs to a Notebook while they are using it. Staff should ensure the careful use of extra or new non-school-based programs, ensuring such software is not introduced in a fashion that may result in the spread of a virus. The staff is also responsible for ensuring Copyright Laws are adhered to when using a Notebook.

Responsibility for Security Issues

Classroom/School Security - Staff are responsible for the daily security of the Computers in their classrooms. Staff should ensure that at the end of each day, all machines are shut down and blinds/curtains are closed.

Home Security - Staff should take every reasonable precaution in caring for any school Learning Technologies that they have in their care. This includes Notebook Computers, digital cameras, video cameras and other devices that they may wish to borrow from time to time. Staff should be aware that D.E & T insurance policies do not cover theft, damage, etc. outside school grounds, so the school, not an insurance company, must pay for any replacement of damaged/stolen equipment. As part of this procedure, items to be borrowed from the school over weekends and term vacations are to be negotiated with the Principal, Assistant Principal or ICT Coordinator.

Responsibility for Implementing the Acceptable Use Policy

Staff are responsible for the ongoing implementation of the Learning Technologies Acceptable Use Policy within their classrooms. It is their responsibility to ensure students are familiar with its contents and that the guidelines contained within it are followed closely. Individual staff members are also responsible for imposing any penalties, as a result of a breach of the guidelines by students, as set out in Section 1.4 of this booklet.
Responsibility for Use of Learning Technologies Privately

It is expected that staff will use the school Learning Technologies facilities (e.g. e-mail, Internet, digital cameras, etc.) for their own professional development. The use of school facilities for personal gains, political use, profit making ventures, and so on, is unacceptable. If unsure of any possible use of the Learning Technologies facilities, staff should consult the Information Communication Technology Co-ordinator. Staff should also be aware that Copyright Laws apply in the home as well as at school, and it is their responsibility to abide by them.

Internet and Intranet Use and Communication

Communication through the school’s Internet and Intranet access is first and foremost intended for business communication and to support the school’s objectives. Careless use of electronic communication tools can have dramatic consequences, harming the school and our students. However, the school recognises the Internet and Intranet are useful tools in relation to general research and the organisation of social activities and does not seek to unduly hinder employee use of the system for such purposes. Access to schools’ communication tools is provided to support the school’s business objectives and your job responsibilities. Your use of these tools is subject to this policy and to other DEECD policies and procedures.

Application of the policy

This policy sets out what the school considers is acceptable use of the school’s electronic communication tools and applies to all employees and people using the school's electronic communication tools.

This policy addresses the appropriate use of electronic communications tools at the school’s premises or other locations. These tools include the following:

- School-supplied telephones, voicemail facilities and e-mail accounts;
- School-supplied computers; and
- School-supplied software and network tools (like browsers and Internet access facilities).
Acceptable Use

In the course of your work, you may use electronic communications tools to communicate internally with co-workers or externally with customers, consultants, vendors, and other business acquaintances.

The School provides you with electronic communication tools to facilitate business communications and to enhance your productivity. As with the telephone, there may be occasions to use these facilities for personal purposes. Personal use is permitted so long as it does not breach this policy, unreasonably interfere with the performance of your job, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other employees.

Prohibited use

An employee must not use another person’s Internet account or login. Logins and passwords should not be divulged to anyone.

Under no circumstances shall the school’s electronic communication systems be used inappropriately, including for the following purposes:

- for personal financial gain or profit;
- to solicit others for activities unrelated to the school’s business, or in connection with political campaigns or lobbying;
- to carry defamatory or obscene material;
- to access and/or download pornographic material;
- for gambling;
- in connection with any infringement of another person’s intellectual property rights (e.g. copyrights);
- to reveal or publish the school’s proprietary, classified or confidential information;
- to represent personal opinion as that of the school;
- in connection with any attempt to penetrate computer or network security of any company or other system, or unauthorised access (or attempted access) to any other person’s computer, e-mail or equipment;
- in connection with the violation or attempted violation of any other law;
- to transmit any material in violation of any law or damaging to a person’s or school’s reputation; or
- in breach of the school’s equal opportunity policies (see below).

Breach of equal opportunity policies

Electronic communications may constitute discrimination or sexual harassment in breach of the school’s policies warranting appropriate disciplinary action. Under no circumstances may any posting or e-mail originating at the school be in violation of the letter or the spirit of the school’s Equal Opportunity or Sexual Harassment policies.

Examples of unacceptable content of work-related communications include:
- sexually explicit messages, images, cartoons or jokes;
- unwelcome propositions, requests for dates or love letters;
- profanity, obscenity, slander or libel;
- ethnic, religious or racial slurs;
- political beliefs or commentary;
- comments on the physical appearance of other members of staff, whether they are
a recipient of the message or not;

- comments of a sexual, sexist or racist nature or inferences or comments about a person’s sexual preferences;
- degrading comments, whether based on race, disability, sex etc.;

or any other message that could be construed as harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, disability, pregnancy or potential pregnancy, parental or carer status, marital status, industrial activity, physical features or religious or political beliefs.

“Sexual harassment” includes unwelcome sexual advances, unwelcome requests for sexual favours or other unwelcome conduct (including graphics and written or verbal comments) of a sexual nature.

Your intention in writing or sending a message is irrelevant. If the message offends, humiliates or intimidates another person it may breach this policy and relevant legislation. The school and/or individual employees may be held liable for the content of messages that are offensive. External tribunals as discoverable documents may request copies of Internet mail messages if a complaint of harassment or discrimination is made against you or the school.

**Receipt of Messages**

Clearly the potential exists for inappropriate messages to be received by an employee (both internally and externally). This may be material out of the individual’s control. However, further internal or external distribution of such messages should not occur. The mere on forwarding of inappropriate messages/material may be sufficient to breach school policy and/or relevant legislation. It is not necessary for the sender of the message/material to have created it.

Employees must not provide their e-mail address to unknown users. E-mail addresses should only be provided to:

- colleagues
- business contacts
- family/friends.

An employee must take steps reasonably available to them to prevent inappropriate messages to be forwarded to them through the school’s electronic communication tools, and must not encourage inappropriate messages to be forwarded.
Surfing the Internet

The school understands that web “surfing” may be school-related and serve a legitimate business function, but the potential for abuse exists. The Internet provides access to a huge amount of information and resources that can greatly enhance our ability to deliver services efficiently to our students.

The school encourages exploration of the Internet for legitimate school-related or professional activities, but you should avoid “browsing the web” on school time, creating personal “Home Pages”, or otherwise using school facilities to access Internet sites for reasons unrelated to the school’s business and your job responsibilities. Inappropriate lengths of time spent on the Internet can (and will) be monitored.

When surfing the Internet, employees must not access sites, which will yield content of an inappropriate nature. This includes pornographic and similar offensive material.

The downloading of information from the Internet is permitted only where the information is strictly for school use and of a business nature and, at all times the intellectual property rights of the information provider are to be respected. Information should not be downloaded for any other purpose.