# Internet (ICT Acceptable Use) Policy

## School Profile Statement

At **The Lake 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 Management Plan** 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.
- 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)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- 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)
  - Cybersafety guide - parents (www.cybersmart.gov.au/Parents.aspx)

## 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.
- 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 parents.
- 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.

*This Acceptable Use Agreement applies to all digital technologies and the Internet including (but not limited to):*

- school owned ICT devices (e.g. desktops, laptops, printers, scanners).
- mobile phones and student owned devices.
- email and instant messaging.
- Internet.
- social networking sites (e.g. Facebook).
- video and photo sharing websites (e.g. YouTube).
- blogs or micro-blogs (e.g. Twitter).
- forums, discussion boards and groups (e.g. Google groups).
- wikis (e.g. Wikipedia).
- vod and podcasts.
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

**ICT 'ACCEPTABLE USE' AGREEMENT**

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology will be renegotiated if I do not act responsibly. I have read the Acceptable ICT Use Agreement carefully, 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. I also understand that if the device is lost or damaged outside of the warranty arrangement, that I will be liable for replacement and/or repair of the device.

Please note that school-owned devices that are taken home are only to be used for educational purposes that have been instructed by The Lake Primary School. When returning the device to the school, please ensure that it is returned to the front office.

**Ratified 2020 School Council**