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|  | FRANKSTON PRIMARY SCHOOL ICT - Acceptable Internet Use Policy | Developed 2018 Review: 2021 |
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RATIONALE

At Frankston 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.

AIM

To establish appropriate Codes of Practice re acceptable Internet use for staff, parents and students to follow, which enables all school community members to get the best from the Internet while protecting them from harm.

GUIDELINES

1. The school undertakes a commitment to implement and uphold Acceptable Internet Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students.
2. The School will 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. The School will use the most appropriate Internet service provider that enables effective management and monitoring of web access to minimise the risk of exposure to offensive or inappropriate material.
4. When accessing the Internet, staff and parents will endeavour to ensure that children are appropriately supervised and have clearly defined tasks and responsibilities.
5. Individual users of the School's computer network are responsible for their behaviour and communications over this network.

NB. Internet users should not: -

- Give out personal details such as home addresses, telephone numbers, full names and credit card details
 - Give out log-in information or passwords
 - Reply to offensive or threatening messages via email
 - Take up requests for 'real-life' contact
 - Supply any identifying information when publishing photographs
 - Completely rely on information sourced from the Internet, as not all information on the World Wide Web is authoritative or correct.
6. Staff will facilitate students accessing information via the Internet in support of, and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.

7. Prior to accessing the School's network, students will be required to sign an Internet Code of Practice, which clearly outlines appropriate action for students to take in the advent of coming across unsuitable material.
8. Students who fail to honour their Code of Conduct may incur the withdrawal of their access to the Internet and / or school network.

Appendix 1. Student Internet Agreement

Related Policies

- [Frankston Primary School Student Internet Agreement Policy](#)

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| DEVELOPED | 2018 |
| PRINCIPAL | Renée Kennedy |
| SCHOOL COUNCIL PRESIDENT | Chad Wilson |
| EVALUATION | This policy will be reviewed as part of the school's three year review cycle, or as required due to changes in relevant Acts, Laws, DET mandates, or should situations arise that require earlier consideration. |

Frankston Primary School Acceptable Use Agreement for Ultranet, internet and digital technologies

Student Agreement

When I use digital technology I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- 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 if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- 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
- 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
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users' intellectual property and how I use content posted on 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 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

When I use my mobile phone, iPod or other mobile device I agree to:

- hand my device into the office before school and ensure that it is silent
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

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.

Care and Usage of Equipment

- ◆ Depending on age and maturity, students will be under varying levels of supervision whilst using computers. All students, however, must follow the rules set out in this agreement.
- ◆ Students will take care when using the computer equipment.
- ◆ Students will not eat or drink when using the computer equipment or allow food and drink near the computers.
- ◆ Students will not use software disks or USB's from home on school computers without the teacher's permission.

Work Habits

- ◆ Students will only use computers, Internet and Intranet for purposes directed by the teacher.
- ◆ When sending e-mails students will not send messages that are of an offensive or bullying nature or that may be taken as cyber-bullying and will ensure that all work shows politeness and respect for others and reflect the high standards expected by Frankston Primary School.
- ◆ Students are expected to respect the privacy and rights of other users on the network.
- ◆ Students must consider copyright laws at all times when copying any type of material for use in their work.
- ◆ No student is to touch or interfere with another student's computer or work on their computer unless invited to by that student.

Personal Safety

- ◆ Students will only use first names, on the Internet and e-mail communications and no other personal details.
- ◆ When using the Internet students will only access appropriate information, which is relevant and directed by their teacher.
- ◆ Students will report to their teacher any site or material that makes them feel uncomfortable.
- ◆ Written consent from parents or guardians will be obtained before any child's photo or work is published on the Internet.
- ◆ Students shall not publish or access inappropriate material.
- ◆ Students shall not publish staff photographs on the internet.

Failure to comply with any of these rules will result in loss of computer rights for a negotiated period of time.

Ratified by School Council: 3rd August 2010