

# LALOR EAST PRIMARY SCHOOL

## INTERNET USE POLICY

### Rationale

All computers at Lalor East Primary are connected to the Internet. The Internet offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web.

### Aims

- to improve student learning outcomes by increasing access to worldwide information
- to develop skills in appropriate internet usage.

### Broad Guidelines

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.

Before our students start to use devices to explore the Internet, it is crucial to make sure everyone understands what they should and shouldn't be doing online. Behaving safely online means:

- protecting their own privacy and personal information
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' – at home this would be the parent or guardian, at school a teacher.

These principles of safety and responsibility are not specific for the web but certainly apply to the use of the Internet at school. Just as in the real world, the virtual world of the Internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students.

Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.

Students and staff must not use any mobile device or the school network in breach of a law or to commit a crime.

### Implementation

#### Access

- all students and their parents are required to sign the P-2 or Grade 3-6 Acceptable Use Student Contract at the beginning of each year before students will be allowed to access the Internet
- all staff and students will have censorship filtered Internet and email access
- student Internet use will be closely supervised by class teachers and the school technician
- students in P-2 will have class usernames and passwords
- all students in Grades 3-6 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

- the school ICT Coordinator will liaise with the School Technician to manage all email access, maintenance of the school's website, web filters and all other issues related to Internet access by students and staff
- all students will be responsible for notifying their teacher of any inappropriate material so access can be blocked
- all staff shall be responsible for notifying the ICT Coordinator of any inappropriate material so access can be blocked
- consequences of publishing, accessing or failing to notify the ICT Coordinator of inappropriate material includes removing access rights.

### **Acceptable Use**

- students will be taught about 'acceptable behaviour' when using the Internet including:
  - not using digital technologies to bully, tease, frighten, defame, spread rumours or annoy other people
  - only identifying themselves by their first name
  - not publishing contact details, for example, phone numbers or addresses
  - always using their manners when interacting and communicating with others
  - developing an understanding of what are 'acceptable' sites for them to visit
  - communicating immediately with the class teacher any concerns they have about any 'unpleasant' sites or interactions
- students who behave inappropriately will be unable to use the computers and/or Internet facilities for a period to be determined by the class teacher and ICT Coordinator

### **Publishing**

- teachers will be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing
- signed parent consent is required prior to publishing work or videos on the Internet
- privacy of students, parents, staff and other users must be recognised and respected at all times. Published work, including photographs will only include first names
- work will only be published on the Internet once it has been checked by the class teacher, ICT Coordinator and permission has been given by parents.

### **Links**

Other school policies which are connected with this policy are:

- Information and Communication Technologies (ICT) Policy
- Cyber Bullying Policy and Student Acceptable Use Contracts
- Student Engagement and Wellbeing Policy
- Bullying and Harassment Policy
- Camera Policy
- Privacy Policy.

### **Evaluation**

The effectiveness of the Internet Policy will be evaluated by:

- close monitoring by the School Technician and ICT Coordinator
- consultation with teachers
- keeping a record of complaints and incidents.