STUDENT ONLINE POLICY

Student Online Policy

Background

Walpole Primary School provides online services to students for learning related activities and strives to protect students from exposure to inappropriate online material. The Department of Education provides a level of content filtering that blocks sites based on category. Blocks are applied to sites that have been identified as unsuitable for the education market.

Policy Rules

The principal and teaching staff will:

- only grant access to Department online services after receiving a signed *Acceptable Usage Agreement* signed by the student and parent (for students under 18 years of age);

- issue and maintain student passwords in a confidential and secure manner;

- educate students on the risks associated with online activities;

- provide appropriate supervision for students using online services on school sites; and

- take appropriate action in accordance with the *Behaviour Management in Schools* policy where there is an alleged misuse of online services or breach of acceptable use.

Student Online Policy

PERSONAL INFORMATION, PRIVACY AND CONFIDENTIALITY

It is recommended that teachers advise students of the risks associated with some online activities and how to adopt protective online behaviour to protect them from exposure to inappropriate online material or activities, suggestions being:

- **Keeping personal details private by using** a nickname instead of a real name and always asking parents/adults before giving out name, address or phone number online;
- Not sharing a username or password with anyone;
- Thinking before posting. Once posted, a message can be difficult to remove;
- Not posting information/images that they would not want others to know of or that they would not say to their face;
- Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained; and

- That since some of the online services provided to them by the Department, such as email and online file storage, may contain personal information such as their name, these details should be protected as indicated above.

The Australian Government provides further information on the importance of online anonymity and protective online behaviours available at Cybersmart.

Student Online Policy

STUDENT IMAGES AND INFORMATION

It is recommended that teachers:

- advise students of the possible negative consequences of publishing identifying information on the Internet including their own or other students' images;
- refrain from publishing student images or any student-identifying information on the Internet (for example, surnames), and if such publication is necessary, limit the amount of time the information is online as much as possible;
- confirm that any material planned for publication on the Internet or Intranets has the approval of the principal and has appropriate copyright and privacy clearance (refer to the _Intellectual Property Policy_ and _Copyright for Schools Guidelines_;
- confirm that permission to publish work or images of students has been received;
- use group photos only with subjects in regular school uniform or day clothing when publishing on the Department's Intranet or Internet: photographs of single students (except where receiving an award or similar), and of students in swimming costumes or similar clothing, should be avoided (this applies to images in school newsletters, school handbooks etc); and
- use a school camera for taking student photographs, rather than staff personal cameras, phones or other devices.

EMAIL AND FILE SHARING

It is recommended that principals and teachers:

- encourage students to manage their mailbox, deleting unnecessary email and backing up important attachments; and
- be mindful of the risks of illegal file sharing of music, videos etc.

WALPOLE PRIMARY SCHOOL

Student Online Policy

MISUSE AND BREACHES OF ACCEPTABLE USAGE

Principals and teaching staff will take appropriate action in accordance with the _Behaviour Management in Schools_ policy and the school's Behaviour Management Plan where there is an alleged misuse of online services or breach of acceptable use.

Principals and teachers should:

- follow procedures for fairness and due process where there is an alleged misuse or breach of acceptable usage, for example by investigating any reported misuse and, where possible, accurately retracing misuse to the offender;
- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach (for example counselling, parental involvement, police involvement), and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and
- promptly address the online publication of defamatory material about staff or students by:
  - o hiding/removing/deleting the offending material from view; and
  - o keeping a record of the nature of the offensive material and its deletion.

Principals and teachers should also be aware of the steps to take and advice to give, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public. Such steps may include:

- collecting as much information as possible about the incident including copies of communications;
- emphasising to the student that the event is not necessarily their fault;
- identifying any risky behaviours on the part of the reporting student and counselling them on the need to adopt more protective behaviours; and
- if the incident warrants further attention, escalate it to school and/or Department authorities, notifying police if it is suspected the law may have been broken, such as a possible attempt by an adult to groom or encourage the student to meet face-to-face.

WALPOLE PRIMARY SCHOOL

Acceptable Usage Agreement

1. I will ask the teacher before I use a school computer or iPad.
2. I will ask the teacher for permission to use the Internet or Emails.
3. When using the Internet I will only access appropriate information that is relevant to my work. I understand that there are sites on the Internet that are not suitable for students. I will not attempt to access these sites and if I should do so accidentally, I will exit the site immediately and tell the supervising teacher.
4. I will log in using my user name and will not give my password to anyone.
5. I will keep personal details private by using a nickname instead of a real name and always ask an adult before giving out my name, address or phone number online.
6. I will not send any photos or attachments with Email, Internet or through publishing without an adult's permission.
7. I will not send any Email, Internet or published work of an inappropriate or offensive nature (as per section 85ZE of the Commonwealth Crimes Act).
8. I will reference anything (a program, picture, video, information, etc) I use from the Internet.
9. I will keep the computers settings as I found them.
10. I will get teacher approval to print or save anything found on the Internet.

_____

STUDENT DECLARATION

I _____ have read and understood the above code of conduct and I understand that should I fail to follow this I will NOT be allowed to use the Internet and Emails for a period decided by the school.

_____   _____

STUDENTS SIGNATURE   Date

Student Online Policy

WALPOLE PRIMARY SCHOOL

Student Online Policy

Name of Document:	**Student Online Policy**
Author:	Ms Chris Cook
Approved by:	School Board
Date of Approval:	May 2017
Assigned review period:	3 Years
Date of next review:	May 2020

Revision History		
Date	**Author**	**Reviewed**