



Internet Usage Policy

RATIONALE

The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide to increase skills, knowledge and abilities. At Knox Park Primary School we use available technology-based teaching and learning resources in a safe and responsible way to improve student learning, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information.

Knox Park Primary School uses the internet, mobile devices and other digital technologies as teaching and learning tools. We see the internet, mobile and other digital technologies as valuable resources, but acknowledge they must be used responsibly. Safe and responsible online behaviour is explicitly taught in partnership between home and school. Parents/guardians should be aware that given the nature of the internet full protection from inappropriate content can never be guaranteed.

AIM

We aim to;

- Improve student learning through access to worldwide information and multimedia.
- Use digital technologies as an integral component of learning.
- Teach students how to use programs and technologies safely and responsibly.

IMPLEMENTATION

- This Internet Usage Policy is to be used in conjunction with Knox Park Primary School's **Acceptable Use Agreement, Privacy Policy and Damage to School Property Policy**.
- Provide a filtered internet service.
- Provide access to the Department of Education and Early Childhood Development's search engine Connect (www.education.vic.gov.au/primary) which directs students to websites that have been teacher recommended and reviewed.
- Provide supervision and direction in online activities and when using digital technologies for learning.
- Support students in developing digital literacy skills.
- Have a Cybersafety program titled 'eSmart' which is reinforced across the school.
- Have a bullying policy and reporting procedures in place to record, monitor and respond accordingly to incidents of cyberbullying.
- Use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- Provide support to parents/guardians to understand the Acceptable Use Agreement (e.g. language support).
- Provide support to parents/guardians through information evenings and newsletter articles.
- Work with students to outline and reinforce the expected behaviours when using online learning platforms.
- Knox Park Primary School will provide parents with information regarding cyber safety however, parents are responsible for their student's internet access and supervision, including social media, outside of school hours.
- All Knox Park Primary School students and staff will have censored/filtered internet and email (in years 5 and 6) access, as well as their own password protected internet account and log on.
- Student internet use and email accounts will be monitored by staff.
- Students will only use the Internet and Digital Technologies at the direction and supervision of the teacher.

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- Staff will explain to students the Internet Usage Policy, their access privileges and responsibilities and consequences of using the internet inappropriately. This may include a Class ICT Code of Co-operation and/or a Computer Licence system depending on the appropriateness of year level.
- The school's ICT Coordinator will liaise with staff and the Technical Support Technician to manage all email access, oversee maintenance of the school's web site, web filters and all other issues related to internet/network access by students.
- The school undertakes to ensure that all information published on the internet by students or the school is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- All network/email accounts will be password protected and users will be responsible for clearing their mailboxes and managing their files regularly. Access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- All students shall be responsible for notifying their teacher immediately of any inappropriate material so that access can be blocked. All staff shall then be responsible for notifying the ICT Coordinator of any inappropriate material so that access can be blocked immediately. Consequences of publishing, accessing or failing to notify the ICT Coordinator of inappropriate material may include the removal of access rights. Parents will be notified of such decisions.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name will be used. Teachers shall be responsible for making sure that all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
- Signed parent and student consent is required to be completed in order to gain access to the intranet, publish work, photos or videos on the internet. This policy should be read in conjunction with the distributed Acceptable Use Agreement for Internet, Mobile, BYOD and Other Digital Technologies Agreement form.

References/Resources:

- Knox Park Primary School's Acceptable Use Agreement
- Knox Park Primary School's Privacy Policy
- Knox Park Primary School's Anti-Bullying Policy
- Knox Park Primary School's eSmart Incident Reporting Record

EVALUATION

This policy will be reviewed as part of the school's three-year review cycle.

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