



# Internet Acceptable Use Guidelines

*Students at Derinya Primary School will have access to the Internet and email for educational purposes. To support students in the use of these programs all students will complete a cyber-safety program and must abide by school rules for the use of ICT.*

The following rules and guidelines are for teacher and parent understanding of the use of technologies at Derinya Primary School. All classroom teachers will discuss these guidelines on a yearly basis with the students and students are required to participate in an ongoing cybersafety program.

1. Students must not knowingly access or try to access any material that is not appropriate for school use. Filters are in place that restrict students to education approved sites where possible. Parents/ carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.
2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen they should turn off the screen (not the computer) and report the incident to their teacher who can investigate the problem.
3. Students must not use the Internet, social media (Facebook, Twitter, Instagram etc) or email to bully, harass or intimidate another person. Laws exist regarding cyber-bullying and the school will enact our discipline policy when dealing with this issue.
4. Students must not use inappropriate language in any communication. A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
5. Students must keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, home addresses and images.
6. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the Class Teacher, eLearning Coordinator or the Principal.
7. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent.
8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers.
9. Students must not download apps or programs for school computers or iPads without teacher direction. Teachers may guide students towards downloading already purchased apps from the App Store, but students are not to be given access to the password for purchasing.
10. Students must not use school email accounts to create an account for online activities and social media sites. The student email address is for communicating with the student's Class Teacher or the wider community under the guidance of the Class Teacher.
11. Student use of mobile phones and any personal device that has internet access while on school property is forbidden. The school recognises that at times there may be a need for a student to contact parents before or after school and provides safe storage for these devices in the Class Teacher's office.
12. Students must remember that the content on the web is someone's property and think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer any questions (they should not copy and paste the information).
13. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

# Teaching the Acceptable Use Guidelines to Students

*Each of the guideline points can be an area for discussion with your students. The older the students, the more you'll need to discuss as their experiences online and interest levels generally are higher. Outlined below are some notes that may assist with any discussions you have with your students.*

- 1. Students must not knowingly access or try to access any material that is not appropriate for school use. Filters are in place that restrict students to education approved sites where possible. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.**
  - *Where do the kids like to go when they're online? Brainstorm a list of what would be deemed appropriate and inappropriate. During class time, web sites accessed should be education-based only. What about at lunch time during wet days? Or if they've got time in the computer lab? Are there different rules for free time? If so, does this change what's appropriate and inappropriate? Each year level may have different rules from one another, but they should be consistent across the year level.*
- 2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen they should turn off the screen (not the computer) and report the incident to their teacher who can investigate the problem.**
  - Check that all students are aware of how to turn off the screen, both on their iPad and a desktop computer. If they see other students looking at inappropriate things online, they should tell a teacher immediately.
- 3. Students must not use the Internet, social media (Facebook, Twitter, Instagram etc) or email to bully, harass or intimidate another person. Laws exist regarding cyber-bullying and the school will enact our discipline policy when dealing with this issue.**
  - This will tie-in with our cyber-safety lessons so it doesn't need to be covered in depth when discussing these guidelines. For year levels below grade five, there is no need to go into any more detail here. For the grade 5-6 students, explain to them that there is no accessing social networks at school - brainstorm what a social network is. Answers should include Facebook, Twitter and Instagram, but will include any sites that involve communication from one person to another. The only times this is acceptable is when the teacher in charge is monitoring the usage, such as with educational social networks like Edmodo.
4. Students must not use inappropriate language in any communication. A filter is in place to detect swear words and any email containing bad language is automatically forwarded to the school administration to be investigated and consequences issued where necessary.
- 5. Students must keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, home addresses and images.**
  - *This point is covered thoroughly in most of the cyber safety programs classes will be running.*
6. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers.
7. Students must not download apps or programs for school computers or iPads without teacher direction. Teachers may guide students towards downloading already purchased apps from the App Store, but students are not to be given access to the password for purchasing.
- 8. Students must not use school email accounts to create an account for online activities and social media sites. The student email address is for communicating with the student's Class Teacher or the wider community under the guidance of the Class Teacher.**
  - Students are not given access to their email address passwords so they should not be able to access their account away from their school iPad. If the need arises and students are distributing their email addresses in such a manner, revisiting the discussion about maintaining personal and private information would be advised.
9. **Student use of mobile phones and any personal device that has internet access while on school property is forbidden. The school recognises that at times there may be a need for a student to contact parents before or after school and provides safe storage for these devices in the Class Teacher's office.**
  - *We want all students to be safe and secure while at school therefore to maintain all student's right to privacy and good order in the school we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions.*
10. **Students must remember that the content on the web is someone's property and think carefully about what they read on the Internet, question if it is from a reliable source and use**

**the information to help answer any questions (they should not copy and paste the information).**

- *This is not a point many would consider when it comes to cyber safety, but it is important to acknowledge as it relates to protecting the rights of people who post information online. As our students progress through primary school, we would be expecting them to publish online, this would be the most appropriate time to learn about respect for one another's work.*
11. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the Class Teacher, eLearning Coordinator or the Principal.
  12. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent.
  13. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.