



KINDNESS RESILIENCE RESPECT

Internet Usage Policy

Date Written: 2017
School Council Ratified:

Review cycle: 3 Yearly
Next review: 2020

RATIONALE

At Fitzroy North Primary School we prepare our students for an increasingly technological future. It is our responsibility to ensure they have the skills and understandings to be safe and effective users of the internet and of digital devices.

Fitzroy North Primary takes student safety seriously and has measures in place to protect students from inappropriate content. However, we also encourage students to display proper conduct themselves when online and to report anything that makes them feel uncomfortable. The guidelines set in our Internet/Email Code of Conduct and our CONNECT agreement are provided so that parents and students are aware of their responsibilities when using devices at school. If a Fitzroy North Primary School user violates the code of acceptable practice, his or her right to use the Internet will be revoked and future access could possibly be denied.

PURPOSE

Fitzroy North Primary School aims to create cybersafe, responsible, global citizens who have the skills and understandings to work safely and effectively online.

Early Years

Emailing

Emailing begins in Grade 2 and is for communication between the **student and teacher only**. Students are not to email each other or members outside the school community. Students are only to access their email during school time.

Online Safety

1. Students will only access the Internet within areas specified that have been previously viewed by the classroom teacher or quality assured and available through The Department of Education and Early Childhood Development's web site or other approved sources.
2. Students will only publish their work on safe Internet sites approved by the school, provided their private details are withheld, on the understanding that my child's work is only published by the school for educational purposes.
3. Students understand that should they feel uncomfortable they need to click on the HOME button or turn the device off and inform the teacher if they encounter any material on the web that makes them feel uncomfortable at any time.
4. Student should never give out personal information, their own or other people's, including their phone number, birthdate, last name or home address when using the Internet.
5. Should students use the Internet appropriately they may be restricted for a period of time until they can demonstrate the responsibility to be safe online.

Supervision

Appropriate supervision will always be available when my child is using the Internet and an Internet filter will be used.



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Years Three to Six

When using the working online at Fitzroy North Primary School students will:

1. immediately click on HOME or BACK button, or turn the monitor off, and inform the teacher if I see something inappropriate
2. student are not to give out personal information (surname, address, telephone number, parents' work address / telephone number)
3. never send a person my picture without first checking with my teacher
4. only receive and send email messages using the classroom email account
5. only compose email messages using language acceptable in my school
6. only work on the web for purposes specified by the teacher and seek their permission before publishing web pages or sending email
7. only publish my work on safe Internet sites as approved by the school
8. never respond to messages that are unpleasant or that make me feel uncomfortable in any way
9. never use material from other websites unless I have permission from the person who created the materials. If I am unsure I will check with my teacher
10. never use the Internet to frighten or annoy another person
11. never print from the Internet without my teacher's permission
12. not participate in, and to report any inappropriate behaviour, such as attempting to search restricted content, cyber bullying or tampering with other students work (such as 'griefing' in Minecraft or removing/altering content on Google Docs). These actions will result in immediate removal of privileges and disciplinary action.
13. never share my password with other students and to log out of programs and the computer at the end of the session.
14. Log onto the VIA system of the classroom they are working in at the beginning of each session
15. Reflect their screen when asked to ensure they are on task and to share their work
16. Make comments on sites such as Google Classroom, class blogs and other sites that are relevant and appropriate
17. use their school email for school related work only
18. use Google Apps appropriately when completing projects, utilising the collaborative tools to enhance communication and collaboration

Social Media

Fitzroy North Primary School does not allow the use of social media sites and apps such as Facebook, Instagram or Snapchat. Social media sites and apps are not to be accessed by students whilst at school. Students and parents are reminded that these sites should not be joined by individuals under the age of 13 due to laws relating to the collection of data of children.



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Cyber Bullying

Cyber bullying is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as mobile phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites.

Examples of cyberbullying include:

- text messages or emails that threaten, are nasty or intimidating
- rumours sent by email or posted on social networking sites
- taking and/or posting pictures without consent
- posting embarrassing pictures or videos to public and private online spaces
- creating fake profiles or sending emails pretending to be someone else
- destroying or tampering with someone else's work consistently
- phone calls, texts or emails of a harassing nature, such as a prank calling
- actions that stop the victim from communicating with others such as exclusion from groups
- stealing or 'hacking' passwords and changing the information of someone else's account

Students who think they may be being cyber bullied are encouraged to:

- seek assistance from a teacher and/or trusted family member so it can be dealt with appropriately
- Keep a record of the bullying so that this can be used as evidence
- Not engage with the bullying or respond to it
- Log out and stop messaging if they feel harassed

If students cyber bully anyone from school, even outside school hours, their rights to use the Internet at school may be taken away and face disciplinary action

Blogging

- Class blogs allow for authentic teaching and learning opportunities, which extend beyond classroom wall, and allow for rich connections with global audiences.
- Students will be identified or mentioned in posts, photographs, videos, and blog comments by their first name only.
- Parents will be asked to ensure that their blog comments protect their child's identity, for example, commenting as "Sarah's Mum" rather than "Mrs Smith".
- Publication of student photographs and videos on classroom blogs will only occur if the 'photo permission form' has been signed giving permission to do so.
- All blog comments will be moderated by classroom teachers to ensure that inappropriate comments are edited or removed prior to publication. Moderation may occur during, and outside of school hours.
- All year groups will maintain a classroom blog. Classes with more than one teacher will share the responsibility for maintaining the class blog.
- Blogs provide an opportunity to share and celebrate student work and keep families informed of what is going on at each level. Should you need to contact your classroom teacher please do so using email or by calling the school.



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Photos

- Photos are only to be taken and published if the student's parent/guardian has signed a 'publication of photographs of students and their schoolwork.
- Parents who wish to take photographs during any class activities or during school events must seek teacher permission as some students do not have permission to be photographed.
- Students are not to use their devices to take photos outside of the classroom. For example, mobile phones are not to be used to take photographs in the yard before or after school
- Students who wish to film or photograph during class time must first have teacher permission and the consent of the students who are being filmed.
- Any students who wish to publish digital images must first have the permission from the classroom teacher before putting anything online.

Mobile Phone

- Mobile phones will be turned off and handed to the class teacher at the beginning of the school day.
- Mobile phones will be locked away and returned to students at the end of the day.
- Mobile phones are not to be used within school hours.
- Any calls that need to be made by students must be made through the General Office.
- Should anyone need to contact a student during the school day it will be by phone and via the General Office.