



INTERNET USE POLICY

Warrenheip Primary School.

PHILOSOPHICAL BASIS

Warrenheip Primary School believes the teaching of cyber-safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students using the internet need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

GUIDELINES:

WARRENHEIP PRIMARY SCHOOL is committed to encouraging the following behaviour from our Internet users within the school.

Be a safe, responsible and ethical user whenever and wherever the internet is used.

The school's Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school.

Support others by being respectful when communicating with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone's face. The internet or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.

Talk to a teacher or report an incident on the school webpage if users feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted will leave a digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: many social networking sites have a minimum age requirement.

When posting information online - A good rule is "Don't post what you wouldn't want your Mum, Dad, Grandparent, Teacher, Principal, or future boss to read."

Protect privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in social networking sites. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don't use their own name, but develop an online name and use avatar images
- don't share personal details, including images of themselves or their friends online

- password protect any spaces or accounts they have and keep passwords private
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.

Use the internet at school for educational purposes and use the equipment properly

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a 'freebie' you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users' intellectual property and how users use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.

'Users' will not:

- **interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.**
- **reveal passwords to anyone except the system administrator or classroom teachers.**
- **bring or download programs without permission, including games, to the school or run them on school computers.**
- **deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).**

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access suspended pending a review and their parent/carers will be immediately informed.

If students are deemed to have breached any of the above policies they may have their internet and ICT privileges removed and face further disciplinary action from the school.