

OAKLEIGH SOUTH PRIMARY SCHOOL

ICT ACCEPTABLE USE POLICY

Rationale:

The widespread availability of the internet provides unprecedented opportunities to communicate and learn. Whilst most people use the internet as a powerful tool for communication and education, some individuals use the power of the internet for purposes such as posting quite personal information and for bullying and harassment. We can minimise the harm that such individuals do by teaching students how to use the internet safely and responsibly. The term 'cyber ethics' refers to a code of safe and responsible behaviour for the internet community. Practising good cyber ethics involves understanding the risks of harmful and illegal behaviour online and learning how to protect internet users from such behaviour. It also involves teaching young people, who may not realise the potential for harm to themselves and others, how to use the internet safely and responsibly.

Aims:

- To prepare students for the use of 'online communities', even though access to some online communities at school may be blocked.
- For students to develop safe online behaviours by:
 - protecting their own privacy and personal details
 - selecting appropriate spaces to work and contribute
 - protecting the privacy of others (this can be sharing personal information or images)
 - talking to an adult immediately if they see something they are not comfortable with

Implementation:

- Use of the school's devices and/or network to access the Internet and Internet services will be governed by an Acceptable Use Policy for the Internet and mobile devices.
- The Acceptable Use Policy is intended to encourage responsible maintenance and use of devices and to help students exercise good judgement.
- Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of the ICT Acceptable Use Agreement
- While we do not ask staff to sign a written agreement, the Guidelines do apply to them. Staff should also be familiar with the DET Acceptable Use Policy which can be found at <http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>
- Students and staff can expect consequences if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.
- Students and staff must not use their mobile device or the school network in breach of a law or to commit an offence.
- All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private.

- Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the ICT Acceptable Use Agreement.
- For breaches of the ICT Acceptable Use Agreement students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students:

- removal of network access privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment

For Staff:

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken.

While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

Evaluation: This policy will be reviewed as part of the school's four-year review cycle or more often if necessary due to changes in regulations or circumstances.

References: <http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx>