



INTERNET USE/SOCIAL MEDIA POLICY

(Including Acceptable Use Agreements)

Rationale

- Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits and opportunities for teaching and learning.
- Northcote Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, communicate with others in order to participate effectively in society and demonstrate being eSmart.
- ICT is an essential part of the Victorian curriculum, from which planning, assessment and reporting will be based – using learning focus statements and achievement standards.
- Cybersafety is a major concern facing schools. This does not only affect children and young people. DET employees in schools are also at risk of misusing social media or being targeted by a disgruntled young person or member of Northcote Primary School community. This is not a new concept. As with all forms of **inappropriate behaviours** the digital world has simply opened up a new platform for it to occur.
- There are legal consequences for misuse of social media.
- Teachers and other staff in schools have a responsibility to take reasonable steps to protect children from risks of injury, including those that may be encountered within the online learning environment.

Purpose

- To provide a practical guide to support staff and meet the obligations and recommended standards of behaviours set out within existing instruments, policies and guidelines when using social media tools for personal or professional purposes.
- To ensure Northcote Primary School complies with DET policy and legislation in regard to social media.
- To help redress cyberbullying.
- To ensure Northcote Primary School has in place strategies to enhance compliance with the Child Safe Standards 2 and 6.
- To ensure Northcote Primary School discharges its duty of care towards children.

Definitions

For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing

- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

In the context of DET's Using Social Media *Guide*, social media is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing web sites (e.g. Flickr, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences
- e-mail and instant messaging

Social media also includes all other emerging electronic/digital communication applications.

Bullying is when someone, or a group of people, deliberately upsets or hurts another person or damages their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.

Cyberbullying is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

Implementation

- This school **has zero tolerance of bullying** in any form.
- The wellbeing of every child at Northcote Primary School is our highest priority.
- This policy applies to all staff, teaching and non-teaching at Northcote Primary School. It includes all volunteers, visitors and contractors engaged by Northcote Primary School and Northcote Primary School Council.
- An Information, Technology and Communication Coordinator will be appointed, who will liaise with the Principal, staff and the technical support technician to manage all email access, maintenance of Northcote Primary School's web site, web filters, and all other issues related to internet access by students.

Safe and Appropriate Use of Digital Technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. We are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At this school, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims

- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents/carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement (copy attached).

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their classroom teacher or computer teacher as appropriate, immediately.

All messages created, sent or retrieved on Northcote Primary School's network are the property of Northcote Primary School. Northcote Primary School reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Student Behavioural Expectations

When using digital technologies, students are expected to behave in a way that is consistent with Northcote Primary School's Statement of Values, *Student Engagement Policy* and the *Bullying & Harassment Policy*.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), the will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in Northcote Primary School's policies.
- Northcote Primary School has developed an Acceptable Use Agreement for children (attached).

Acceptable Use of the Internet

Parents/carers and students must read, understand and sign the Acceptable Internet Use Agreement in order to gain access to the internet, or to publish work, photos or videos on the internet.

The Acceptable Internet Use Agreement shall be published on Northcote Primary School website.

Parents/carers are provided with the Acceptable Internet Use Agreement and are expected to discuss the information within the kit with their child/ren.

Foundation (Prep) – Year 2: permission is signed by parent/carer on behalf of student at enrolment.

Years 3 – 6: students sign when they are in Year 3.

The privacy of students, parents/carers, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.

Teachers will be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

- Northcote Primary School will seek children's and parent/carer permission when publishing children's images and/or their work.
- Please refer also to Northcote Primary School's *Student Engagement Policy, Duty of Care Policy, Mobile Phones, Use by Children Policy, Passwords Policy, Photographing & Filming Children Policy, Personal Devices – Parent Payment & Access Policy, the Bullying & Harassment Policy* and the Child Safe Standards 2 & 6.

Evaluation

This policy will be reviewed as part of Northcote Primary School's three-year review cycle or if guidelines change (latest DET update early July 2017).

NPS School Council ratified this policy on the 5th December 2018

Reference:

www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx

Internet Acceptable Use Agreement: Years 3 – 6

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- Only work on the web for purposes specified by my teacher.
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.
- Always have my teacher's permission before sending e-mail.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying.
- Use the technology at school for learning, use the equipment respectfully and not interfere with the work or data of another student.
- Not bring or download unauthorised programs, including games, to Northcote Primary School or run them on school computers.
- Not go looking for rude or offensive sites.
- Use the Internet at school to help me to learn.
- Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use someone else's content.
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions. (I should not copy and paste the information as my answer.)
- Talk to my teacher if:
 - I need help online.
 - I am not sure what I should be doing on the Internet.
 - I come across sites which are not suitable for our school.
 - Someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at Northcote Primary School is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Name: Signature:

Parent/Carer Permission

I understand Northcote Primary School will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I agree to allow my child to use the Internet at school. I have discussed the Internet Use Agreement with him/her.

I will contact Northcote Primary School if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either Northcote Primary School or NetAlert Australia's Internet safety advisory body on 1800 880 176.

I do / do not consent to my child having their picture published on Northcote Primary School's Internet site.

Parent/Carer Signature..... Date: / /

Internet Acceptable Use Agreement: Years Foundation (Prep) – Year 2

Parent signs on behalf of child

- My child agrees to use the Internet and email at our school in a responsible manner for purposes stated by their teacher.
- My child understands that if they are in an unsuitable location they will immediately click on the home or back button and inform their teacher.
- My child understands they need to keep safe and their friends safe by not giving out personal details including full names, telephone numbers, addresses and images and, protecting their password.
- My child understands that they may not be able to access the Internet at school if they do not act responsibly.

Parent Permission

I understand Northcote Primary School will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I agree to allow my child to use the Internet at school. I have discussed the Internet Use Agreement with him/her.

I will contact Northcote Primary School if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either Northcote Primary School or NetAlert Australia's Internet safety advisory body on 1800 880 176.

I do / do not consent to my child having their picture published on Northcote Primary School's internet site.

Parent/Carer Signature: Date: / /