



ANZAC TERRACE PRIMARY POLICY

Title:	Internet Conduct Policy	Date: 2023
---------------	--------------------------------	-------------------

Students at Anzac Terrace Primary School use Information and Communication Technology extensively across the school. This includes the use of online services. These services are used to enhance the learning opportunities available to students and the teaching and administration tools available to staff. Students also have access to their own email address as provided by the School.

We recognise that some inappropriate material on the Internet may be accessed intentionally or by accident. We teach students the importance of responsible use of the web and email as well as providing basic rules to maintain the privacy of students.

At all times, **students must agree to follow the *Student Online Use Agreement*** attached at the end of this document. Parents must give permission for their child to use online services every year through the ***Online Services Permission*** form.

The introduction of the ATPS's own website in term one 2008 means students will begin to publish and share information with the world wide web.

To ensure the privacy of your child, our Website will make sure:

- Parents are aware that student work and/or images may be published.
- A student's last name is never published.
- Permission to publish work will always be gained from the student.
- If a contact person is needed for a project, this will be the teacher, not the student.
- No identifying material will be published on the Internet (such as personal phone numbers, home addresses, and individual pictures.)
- If group pictures are published, only first names or no names will be noted.
- Group pictures will generally include at least two or more students.
- No individual picture will be published.
- Personal student web pages will not be published on the School's website. Where a web page is published, it will be based on the classroom curriculum.

Please Note:

No images portraying students of Anzac Terrace Primary School will be published or transmitted on the School's Website unless the parents of students portrayed in that image have given their written consent. Please sign and return ***Publications on School's Website*** on the last page.

To enable students permission to use and contribute to the Internet parents are required to read and sign the school's ***Online Services Permission Form*** along with the ***Student Online Use Agreement*** and return both forms to the school. The Internet will be freely available to all students during normal teaching activities and during other supervised activities.

Anzac Terrace Primary School offers its students and staff access to the Internet in all of its classrooms, wet areas and the computer room. The school also has 270 iPads distributed across the school. While the Internet offers great opportunities for educational use, it also contains the possibility of misuse (accidental or on purpose); and it is our mission to assist our students, parents and staff in making correct and informed decisions regarding its usage and the value of the information they discover.

The purpose of this document is to set out our **beliefs** as well as a policy of acceptable usage and procedures. Our policy relates to the use of the Internet by students and staff at Anzac Terrace Primary School. This policy is subordinate to all Department of Education & Training (DET) policies and, of course, the Education Act. Relevant policies can be located at: www.det.wa.edu.au under Policies: Search our policies.

Beliefs

- At Anzac Terrace Primary School, access to the Internet is a privilege provided to enhance education, not a right.
- Access to the Internet carries responsibilities that should be observed at all times.
- With responsible use of the Internet, equal access to information is assured for all students.
- Anzac Terrace Primary School endorses the use of the Internet as an educational tool.
- All uses of the Internet will be consistent with existing policies of the Department of Education & Training (DET).
- While working on the Internet, students and staff are expected to follow general "Netiquette"- basically good manners on the Internet.
- The School Internet Service provides access to educational and curriculum related information.
- The Internet should be used for educational purposes through classroom related activities and guided activities.
- Viewing of explicit, pornographic, violent or illegal activities/sites are NOT permitted.
- Students should be made aware that **not** all information on the Internet is necessarily correct or accurate and be encouraged to be discerning and critical in their usage and evaluation of material viewed.
- All users should be aware of the laws of copyright and our policy regarding these and abide by them. Plagiarism is unacceptable.
- Harassment, swearing, and other offensive behaviour is not acceptable Internet usage.

Anzac Terrace PS reserves the right to amend the basic rules, ***Student Online Use Agreement*** and guidelines on a regular basis, or as needed. Any modification to the Code of Conduct will be published in School Newsletters and on the ATPS website.

At present all associated costs for providing Internet and e-mailing services will be met by the School.

Anzac Terrace Staff and School Council have endorsed this policy.

The attached ***Student Online Use Agreement*** applies at all times, in and out of School hours, whilst using School equipment.

Internet and e-mail access will be provided to students if they have returned the signed (parent and student) ***Student Online Use Agreement*** form.

This policy is intended as a general outline of our School's approach. It is not intended to be an authoritative guide to every aspect of Learning Technology usage. This document will be supplemented by procedure guidelines as required.

Anzac Terrace Staff & School Council



Student Online Use Agreement (Kindergarten – Year 6) 2023

I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with others.
- I will not let other people logon and/use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will visit only appropriate sites. Should I access inappropriate material by accident, I will leave the site immediately and inform my teacher.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will use the internet in a responsible and sensible manner.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.
- I will only send emails that use respectful and appropriate written expression and has been approved by a teacher.
- I will only access educational games and apps as directed by the teacher.
- I will not download any files or programs (including games, music and videos).
- I will only use external storage devices (USB/CD) if and when directed by the teacher.
- I will use iPads and Connect in a responsible, respectful and sensible manner.
- I will tell the teacher straight away if an iPad is damaged.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of student: _____ Signature of Student:

Signature of parent: _____ Date: _____

Office use only:

Processed on: ___/___/___ by (initials) _____

Note: This agreement should be filed by the school and a copy kept by the student.