



**Broadmeadows**  
**Valley** PRIMARY SCHOOL

## INTERNET POLICY AND PROCEDURES

### PURPOSE

Technologies, including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups globally so as to increase skills, knowledge and abilities.

The purpose of the Broadmeadows Valley (BVPS) Internet Policy and Procedures is to communicate to the school community appropriate and safe ways for students to access and engage in worldwide communication and information.

Broadmeadows Valley Primary School is committed to ensuring that students become confident and creative developers of digital solutions through the application of information systems. This policy outlines measures the school will take to support students to engage with digital technology in a safe and responsible way.

### SCOPE

This policy applies to all students, staff, ancillary staff, technicians and any volunteers working at BVPS. This policy is to be read in conjunction with BVPS Child Safe, Duty of Care, Internet and anti Cyber Bullying Policies.

### DEFINITIONS

**Digital Technologies** 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 PDA's, 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, copying machines, 2D and 3D printers.

**Responsibilities and Consequences:** The use of the Broadmeadows Valley Primary School's Digital Technologies resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's Digital Technologies resources can only be used for or in connection with the educational or administrative functions of the school.

## **POLICY**

Schools must ensure that digital learning is conducted in a safe and responsible manner by staff and students. Schools must ensure that the use of online environments is for educational purposes, is appropriate and balanced. Schools also have a responsibility to educate young people about responsible online behaviour. BVPS will ensure that:

- Students are aware of expectations relating to the safe, responsible and ethical use of digital technologies.
- Online safety is included in curriculum planning
- Online incidents of concern are managed in accordance with the Department's policy on Reporting and Managing School Incidents, as well as any other Department or local school policy relevant to the type of incident.

### **Policy Implementation Guidelines**

BVPS actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered. To manage risk and support the safe and responsible use of digital technologies, the following areas need to be considered when planning for digital learning.

#### **Supervision when using digital technology in the classroom**

Consistent with their duty of care to students, teachers are required to adequately supervise students when using digital technology in the classroom. BVPS has measures in place to ensure students are appropriately supervised when engaged in online learning. Such measures include:

- BVPS staff actively moving around the room to regularly monitor screens
- Installing remote access software that enables teacher access to individual students' digital learning devices used in class
- Actively reinforcing learning and behavioural expectations during learning activities
- All students and staff at Broadmeadows Valley Primary school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected
- An Internet/Information Technology coordinator will be appointed, who will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to digital access by students
- BVPS undertakes to ensure that information published on the Internet by students or the school is of a high standard and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency
- Students email access will be through the class mailbox under teacher supervision

- All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights
- Signed parent and student consent (see attachment) is required to be completed early each year in order to gain access to the internet and digital technologies, or to publish work, photos or videos on the internet
- Privacy of students, parents, 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 shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing
- Staff use of Broadmeadows Valley Primary School's devices and/or network access to the internet or any other Digital Technologies application, is governed by the Department's Acceptable Use Policy (AUP) as amended from time to time

### **Parent Responsibilities**

- Parents should read this document and discuss implications with their children
- Parents or legal guardians of student/s must give their written permission to use the system by signing the appropriate parent/student acceptance form early in the school year. Access cannot be given if the form is not signed. This form will be filed with student enrolment information.

### **Summary of Responsibilities and Consequences**

- The use of the Broadmeadows Valley Primary School's Digital Technologies resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's Digital Technologies resources can only be used for or in connection with the educational or administrative functions of the school
- Students will be made aware of behaviour which is not acceptable when using Digital Technologies and the school's Student Engagement and Wellbeing and the various Child Safety Policies will apply to breaches of expected behaviours – see "Consequences" below.
- Cyberbullying and using Digital Technologies for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using Digital Technologies to harass, threaten or intimidate etc) will not be tolerated by Broadmeadows Valley Primary School and consequences will apply to students in

accordance with Student Engagement and Wellbeing and the various Child Safe Policies.

- Staff and student personal Digital Technologies devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- Distribution of school owned devices to students and personal 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 loan and standards of conduct
- The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see Acceptable Use Policy).
- Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the Privacy and Data Protection Act 2014 (Vic) (PDP Act) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (Copyright Act). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act see appropriate year level Acceptable Use Agreement, Digital Media Consent Forms.
- Broadmeadows Valley Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:
  - a clear explanation of the film or photo process
  - proper information about the project, including the message, the medium and the audience, all proposed and foreseeable uses of the material, including secondary uses
  - the impacts of the material being disseminated
  - timeframes
  - any relevant intellectual property matters
  - that the person can choose not to be photographed or filmed.

## FURTHER INFORMATION AND RESOURCES

BVPS Student Computer/Internet Use Code of Conduct (**attachment 1**)

BVPS Anti Bullying and Anti Cyberbullying Policy

Further information about supervision of students more generally, is available at Supervision of Students.

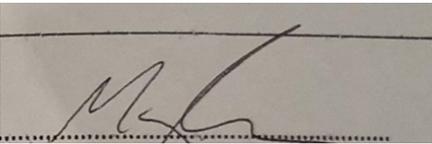
Further information explaining the duty of care owed by school staff towards students can be found at Duty of Care.

### School Policy and Advisory Guide Links

- DET Using Technology to Support Teaching
- DET Schools and Cybersafety
- DET Acceptable Use Agreements and Consent
- DET Duty of Care and Supervision
- DET Using Social Media
- DET Students Using Mobile Phones
- DET Photographing and Filming Students
- Child Safety policies

## EVALUATION AND RATIFICATION

The BVPS Internet Policy and Procedures will be reviewed as part of the school's three-year review cycle or before in line with DET requirements or mandates. This policy will be regularly reviewed and updated to take account of new laws and technology and the changing school environment when required. Amendments to this policy will be made in consultation with staff, students and the school community.

<b>Policy</b>	<b>BVPS INTERNET POLICY AND PROCEDURES</b>
<b>BVPS Council President</b>	Signed: 
<b>BVPS Principal</b>	Signed: <i>C. Ziano</i>
<b>Reviewed</b>	<b>August 2021</b>



## STUDENT COMPUTER/DIGITAL TECHNOLOGIES/INTERNET

### USE CODE OF CONDUCT

Attachment 1:

### **PARENT PERMISSION FORM**

(sample)

The computer and digital technologies network at Broadmeadows Valley Primary School has been provided for use as a tool in classrooms. We will be able to use the computers to get information from around the world to help us learn.

#### Care and Usage of the Equipment

- I will take great care when using the computer equipment throughout the school
- I will keep the computer area clean and tidy and not eat or drink near the computers
- I will only use the computer with a teacher's permission
- I will not copy, download or put my own software on the school computers as this may cause a virus
- I will not email photographs.

#### Work Habits

I agree to follow all teaching instructions when using the computers:

- When using the World Wide Web, I will only search for information about my work
- I will only read my own e-mail
- I will make sure that any e-mail I write and send shows politeness and respect as a representative of Broadmeadows Valley Primary School
- I will submit my own work and not submit any work that belongs to someone else
- My behaviour in computer classes will be responsible and courteous at all times
- I will work cooperatively and conscientiously at all times
- I will only access sites relevant to my work or as instructed by my teacher

- I will not compose any email messages using unfriendly, discourteous or unacceptable language

### **Personal Safety**

- I will use only my first name when communicating with people
- My personal information is private. I will not give out mine or anyone else's name, address, phone number or any passwords
- I will tell my teacher if I find any information that makes me feel bad or uncomfortable
- I will not meet anyone I have met "on-line" without my parents' permission.

I have discussed this code of conduct with my parents and agree to follow all of these rules. I understand that these rules are meant to keep myself, other students and the school safe. Breaking these rules will result in losing my rights to use the internet/intranet and /or the computers for a period of time determined by my teacher and the Principal.

### **I UNDERSTAND THAT**

When I use digital technology; I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel (*ask students to reflect on how they would feel.*)
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technology; I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information

When I use digital technology; I **respect myself and others** by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult

- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

Student Name: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I agree to allow my child to access the internet/intranet and that if he/she does not follow the above rules their privilege of use of the internet/intranet or the computers in the school may be revoked.

I do/ do not consent to my child having their photo/work published on the school's internet site.  
I do/ do not consent to my child corresponding with others using e-mail.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Steps taken when students do not follow this agreement**

If students do not follow the agreement, classroom teachers will use the following steps as consequences:

1st breach - Access to technology is removed for the learning session

2nd breach - Access to technology is removed for the day. Parent is contacted by classroom teacher.

3rd breach - Access to technology is removed for the school week -iPad not to be brought to school. Parent is contacted by classroom teacher and meeting set up with Assistant Principal to discuss technology use in the classroom.

In the case of serious misuse such as involvement with cyber bullying at school, damage to other students iPads and similar incidents the classroom teacher and school administration will deal with these on a case-by-case basis.