

Policy Statement

The internet provides a range of potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces and instant messaging tools are now part of students' 'life on the web'. Students can:

- *explore the world online*
- *visit museums and libraries around the world*
- *access rich information resources to support research and investigations*
- *communicate and collaborate with people all over the world*
- *publish to the web.*

Upwey High School has an important role in preparing students for these 'online communities', even though students may not access some online communities at school (eg: Facebook).

Before our students start to explore the Internet, it is essential to ensure that every member of the school community understands what they are permissioned to and not permissioned to do online.

Behaving safely online means:

- *protecting their own privacy and personal information (formerly called 'stranger danger')*
- *selecting appropriate spaces to work and contribute*
- *protecting the privacy of others (this can be sharing personal information or images)*
- *being proactive in letting someone know if there is something that is 'not quite right'. At home this would be a parent or carer, at school a teacher.*

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. This includes- but is not restricted to- school issued equipment and personal mobile devices.

Just as in the real world, the virtual world of the internet involves some risks. Upwey High School has developed proactive strategies that help to minimise these risks to our students.

Guidelines

- 1.1 Use of the school's network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by **an Acceptable Use Procedures** (AUP) for the school's Internet.

Program

- 2.1.1 The use of the school's network is subject to the Acceptable Use Procedures. This means that the school's network can be used only by staff, students and associated individuals (eg visiting teachers) and only for or in connection with the educational or administrative functions of the school.
- 2.1.2 The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:
- **Bullying Prevention**
 - **Student Engagement and Wellbeing**

Guidelines

- 1.2 The Acceptable Use Procedures for the Internet (AUP) is intended to encourage responsible action and to reflect a respect for the ability of its adherents to exercise good judgement.

- 1.3 Students can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access. This also applies to access of personal access to internet.

Program

- 2.2.1 Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of the student to protect their password and not divulge it to another person. If a student knows or suspects their account has been used by another person, the account holder must notify a teacher immediately.
- 2.2.2 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. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.
- 2.3.1 Independent student use of the internet 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 the Acceptable Use Procedures
- 2.3.1 For breaches of the Acceptable Use Procedures students 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.
- *Removal of school network access privileges*
 - *Removal of email privileges*
 - *Removal of internet access privileges*
 - *Removal of printing privileges*
 - *Paying to replace damaged equipment*
- Other consequences as outlined in the school's Behaviour Management Protocols.
- 2.3.2 Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.

ICT Acceptable Use Policy



Guidelines

- 1.4 Students must not use the school network in breach of a law or to commit an offence.

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- 2.3.1 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.

Links

<http://www.education.vic.gov.au/school/teachers/teachingresources/digital/Pages/safety.aspx>

Evaluation

This policy will be reviewed as part of the school's 3 year cycle or as required by developments in relevant legislation.

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