

ICT/INTERNET CYBER SAFETY POLICY

Introduction

The Internet provides opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups, world-wide so as to increase skills, knowledge and abilities.

The Internet is a powerful tool for developing communication and collaboration skills. All above, the internet is an effective means of building language skills.

Purpose

The purpose of this policy is to assist all school users in becoming aware of information, obligations, procedures and laws regarding safe, responsible and effective internet use.

Aims

- To provide a safe connection to the Internet for all students, staff and school community members for educational purposes, research and communication.
- To improve student learning outcomes by increasing access to up to date and relevant world-wide information.
- To develop skills in discriminate and effective Internet usage.
- To improve all internet users understanding of safe and responsible use.
- To provide the opportunity to publish their material to a wide audience.

Implementation

The use of Information Communication Technologies and the safe and responsible use of the Internet will be developed as part of our overall teaching and learning program. Students will have access to the Internet and Online services under teacher direction, although students use of the Internet is of an educational nature, it is possible that they may come across material that does not agree with the school or family values. As a school we explicitly teach Internet Safety and provide students with procedures to deal with these situations, and would also encourage parents to discuss these matters with their children.

- Staff, parents and students will be provided with a copy of the DET and Oberon South Primary School Internet Acceptable Use Policy.
- Staff are required to adhere to the Acceptable Use Policy of the DET.
- All users of the internet should be consistent with existing policies of the DET.
- All students are required to sign an Acceptable Use Agreement and parents are asked to sign to acknowledge the terms and conditions of this. This document is kept on file.
- Individual Internet Login Accounts are created for staff and students.
- Individual User Email Accounts will be created for staff and community members (when applicable).
- Individual Email Accounts will be created for students, which are monitored by teachers to ensure appropriate content.

- It is each class teacher's responsibility to ensure that students are of the responsibilities and obligations on the Acceptable Use Agreement mentioned above.
- Students who deliberately abuse the Acceptable Use Agreement will be subjected to school disciplinary procedures that may include the loss of user privileges.
- Staff will be given full access to both caches and the World Wide Web.
- Students will have restricted access to the World Wide Web via the EduPass department filter, including Edulist P-2. (NETSPACE) Additional sites will be blocked as required. Outside this they pursue teacher-directed activities rather than self-discovery activities.
- Downloading of applications is not permitted without approval by the Network Administrator.
- Any internet site used for class activities should be for educational purposes.
- Students will be encouraged to critically appraise any site on the Internet for accuracy and educational value.
- Students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- No students work or images portraying students of Oberon South Primary School will be published or transmitted on the Internet unless parents have given written consent. Absolutely nothing can appear without consent and it is advised that only first names of students be used.
- The primary use of the internet is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes.
- The use of Information and Communication Technologies should be fair and equitable, legal and ethical and should be consistent with existing policies of the school and DET.
- Information about teachers, students or their family is not included on the schools website.
- The Internet is only to be accessed by students under direct supervision of staff, no unsupervised access is allowed.
- All users are required to be aware of and practice responsible copyright procedures for both print and electronic materials.
- Students are not to print without permission of the teacher and responsible use of printers is encouraged in order to conserve resources.
- Games can only be played on school computers that have an educational purpose and with the express permission of a teacher.
- Staff are required to regularly check their emails.
- Internet use should be in accordance with eSmart values and expectations.

Security

The schools network has been set up to allow for a secure connection to online resources. Due to the confidential nature of items stored on the network it is imperative that security procedures are adhered to.

- Staff must not allow students access to a computer that is logged onto their account.
- Staff and students are required to log off when a computer is no longer required.
- Staff with DET laptops must connect them to the school network regularly to allow virus updates to take place.
- Do not open any files attached to an email from an unknown or suspicious source.
- Delete chain and junk emails immediately.
- If in doubt when downloading from the internet, copy the file to an external source (e.g. USB drive) so that it can be checked for viruses.
- All files saved to the 'u:' drive or any other shared drive, will be backed up regularly by the server. Any files saved to 'My Documents' on school computers or DET laptops risk losing everything unless they are backed up separately.

Resources

Adequate funds will be budgeted annually to allow for:

- Professional Development for staff.
- Maintenance and upgrading of hardware and software as may be required.

Evaluation

- This policy may have to be adjusted from time to time to allow for DET initiatives.
- This policy will be reviewed as part of the schools three year review process.

Breach of this Policy

A breach of this policy may also involve a breach of other Oberon South Primary School policies, and should be read in conjunction with the:

- Social Media Policy
- Anti-Bullying Policy
- Student Engagement and Wellbeing Policy

A breach of this policy will be considered by the Principal and will be dealt with on a case by case basis.

This policy was ratified by School Council

March 2018