

Students Online Policy and Procedures

The Department of Education provides online services to students in public schools only for learning-related activities and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities.

Policy

Students only have access to Department online services after the school has received an Acceptable Use Agreement signed by the student and/or parent.

The school will issue and maintain student passwords in accordance with the Information Communication Technologies Security policy.

Students will receive education about the risks and their responsibilities accessing the Department's online services and associated online activities

Craigie Heights Primary School staff will provide appropriate supervision for students using online services for learning-related activities.

The requirements of this policy and procedures also applies when using Third Party Service Providers.

Staff must immediately take action in line with Craigie Heights Primary School Positive Student Behaviour Support Policy and Guidelines, and inform parents, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public.

Procedures

Acceptable Use Agreement

Students only have access to Department online services after the school has received an Acceptable Use Agreement signed by the student and/or parent. See Appendix A and Appendix B

Publishing student images and information

The principal must confirm that permission to publish work or images of students has been received; and approve any material planned for publication on the internet or intranets and confirm it has appropriate copyright and privacy clearance.

Logon reminder notice

The notice below should be displayed to all students when accessing the internet through the Department's network.

Appropriate Use of Online Services

When using any of the WA Department of Education's online services you agree;

- *to the rules set out in the Acceptable Use Agreement*
- *to give consent to the Department monitoring these services*
- *that any misuse of these services could result in disciplinary action*

Breach of Acceptable Use

The principal or nominated staff member will take appropriate action in accordance with the Student Behaviour in Public Schools Policy and Procedures where there is a breach of acceptable use.

Inappropriate content is content that is considered unsuitable or harmful to students. It includes material that is pornographic, racist, sexist, inflammatory, threatening, hateful, obscene or abusive in nature or which promotes or encourages illegal activities or violence.

Students Online Policy and Procedures

Third Party Service Providers

Third Party Service Providers of online applications are any organisations, consultants, or independent contractors who render an online service or product to the Department/ Schools.

The principal must assess the risk of the Third Party Service Provider.

- identify third party services which hold personal information for students
- check the Third Party Services Catalogue on Ikon for an appropriate online service. Review the risk assessment of the Third Party Service Provider (staff only) and manage online third party services at your school
- implement the appropriate notification or consent option for an individual or their parent as specified in the Third Party Service Risk Report;
- implement actionable treatments from the Risk Assessment Report for the chosen online services
- implement an annual parental notification/consent process with provisions to optout from using specific applications.

Student Education

Staff will educate students of the risks associated with any online activities and how to adopt protective online behaviour to avoid exposure to inappropriate online content or activities.

Such behaviours could include:

- understanding their rights as a child for safety, respect and privacy
- identifying behaviours online from adults or students which are inappropriate or unsafe
- seeking help from people within their trusted adult network
- knowing where to find support when they are being cyberbullied or receiving unwanted contact
- using appropriate practices for the physical and logical storage and security of digital information such as not storing private information on public websites
- applying appropriate protocols when using ICT to safely create, communicate or share information such as posting to social media
- never publishing or disclosing the email address of a staff member or student without that person's explicit permission
- taking care when revealing personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

Acceptable Use Agreement K-2

Online Services Acceptable Use Agreement (K-Year 2)

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 other students.
- I will not let other people logon and/or 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 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 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 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 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.

Acceptable Use Agreement 3-6

Online Services Acceptable Use Agreement (Year 3-6)

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 other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services, I may be held liable and the principal may take further action.

Name 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.