



# Little Grove Primary School

## Students Online Policy 2020

Last updated: 19/8/19

Approved by School Board 28/8/19

Effective from 2020

### **POLICY STATEMENT**

The purpose of this policy is to set the requirements and guidelines for student access to online learning at Little Grove Primary School. The policy has been developed in accordance with the Department of Education Student Online Policy.

### **BACKGROUND**

Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. The school will make every reasonable effort to achieve this by educating and informing students and parents, as well as by putting measures in place to monitor online use. All activities conducted using the school's internet access may be logged and accessed for administrative, legal or security purposes.

This policy has been developed to assist teachers to put in place school-based processes and procedures that will both protect and inform students and parents in their use of Departmental online services.

### **SCOPE**

The policy applies to all staff and students at Little Grove Primary School, accessing online services.

### **PROCEDURES FOR ACCESS AND SECURITY**

#### **Staff must:**

- Inform parents and teachers of the policy's existence;
- Provide students with access to online services-enabled computers within the limits of available resources;
- Advise parents to recommend their child complete the eSmart Digital Licence. This only costs \$10 per child and contains the essential elements to keep their child safe online. It can be found at <https://www.digitallicence.com.au/>. Parents will be advised to print the completion certificate for their child/ren and give a copy to the school for their records.
- Advise parents that while the school and Department will make every reasonable effort to provide a safe and secure online learning experience for students when using online services, it is not possible to guarantee that students will not be exposed to inappropriate material;
- Advise parents that any Internet browsing by their child at home or from other non-school locations will not be via the school's or Department's online services and therefore will not be filtered by the Department;
- Advise students that they must not reveal any personal information including names, addresses, financial details, telephone numbers or images of themselves or others;
- Approve any material planned for publication on the internet and verify copyright and privacy clearance;
- Provide appropriate supervision for students using computers, the internet and other online services at school;
- Follow procedures and guidelines in accordance with the School Positive Behaviour Plan where there is an alleged misuse or breach of this policy;
- Provide access to a learning program that encompasses cyber safety. This may be completed during class time or students will be encouraged to complete this at home; and
- Ensure parents have completed the appropriate Consent Form (Appendices B, C, D, F) upon enrolment.

**Students must:**

- Use online services at Little Grove PS in accordance with Department and school-based policy and procedures;
- Follow the appropriate rules and guidelines as outlined in the 'Expectations for Acceptable Use' (Appendices C and D); and
- Report any misuse of online services or breach of this policy at the school, or involving school personnel as soon as possible, to their class teacher or an administration member.

**CONDITIONS OF USE**

- Teachers must inform students of the 'Student Expectations' for online use (as outlined in Appendices C and D);
- Parents must provide media consent (as per Appendix F) before a child's image, personal details or comments can be used online; and
- Student surnames are not to be published within documents that are placed online.

**INTELLECTUAL PROPERTY AND COPYRIGHT****Teachers must advise students of the need to:**

- Seek permission before printing any information on the school network;
- Be aware of the legal requirements regarding copyright when downloading information;
- Gain permission before electronically publishing users' works or drawings;
- Acknowledge the creator or author of any material published; and
- Observe appropriate copyright clearance including acknowledging the author or source of any information used.

**MISUSE/BREACHES**

Inappropriate Content is defined within the Education Department Students Online Policy as 'content that is considered unsuitable or harmful to students. It includes material that is pornographic, that promotes illegal activities, violence or prejudice on the grounds of race, religion, gender or sexual orientation'.

**Principals and teachers must:**

- Follow procedures for fairness and due process where it is alleged misuse or breach of policy including investigating any reported misuse and, where possible, accurately retracting misuse to the offender;
- Tailor disciplinary action in relation to students to meet specific concerns related to the breach, and assist students in gaining the self-discipline necessary to behave appropriately when using online services at school; and
- Promptly address the online publication of defamatory material about staff or students in accordance with School and Department BMIS Policy.

**Teachers must inform students of:**

- Expectations for Acceptable Usage (Appendices C and D) for the appropriate age group and refer to these as necessary;
- Possible consequences that could result in allowing students to access files belonging to others;
- Consequences of misusing online services will be withdrawal of access to online services and other consequences in accordance with the School and Department BMIS Policy; and
- Their possible legal liability for offences committed using online services.



# Little Grove PRIMARY SCHOOL

*A Proud Independent Public School*

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www.littlegroveps.wa.edu.au

Dear Parents/Guardians,

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services.

The Department's online services currently provide students with access to:

- computers and electronic devices on the school's network. Eg. They can log on and access educational programs;
- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form, permission for online account, permission to publish student images/work and using third party providers. Please explain the content of the *Acceptable Use Agreement* to your child before the permission slip is signed.

**The school would highly recommend all students from Pre-primary to year 6 complete the eSmart Digital licence.** This only costs \$10 per child and can be found at <https://www.digitallicence.com.au/>. This program educates your children to the essential elements to keep them safe online. Once completed, please print their certificate for your records and email/provide a copy to the school.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the [Freedom of Information Act 1992](http://www.foi.wa.gov.au). ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

You should also be aware that general internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can be found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/iparent](http://www.esafety.gov.au/iparent)).

**All forms should be returned to school** so that an online services account can be created for your child. *If the forms are not returned then it is assumed that you agree to each of the forms including creating an online account, permission to publish images and work, and agreeing to acceptable use of online services.*

Yours sincerely

Mr Darryn Martin  
Principal

(Appendix A)

# PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT



**Student's first name:** \_\_\_\_\_

**Student's last name:** \_\_\_\_\_

**School: Little Grove Primary School**

**Class / Room:** \_\_\_\_\_

## Parent

I give permission for my child to have an online services account.

***By giving permission, will mean the school can set up a username and password for your child to use the computers and electronic devices at school for educational purposes.***

I understand that the school highly recommends all students from Pre-primary to year 6 complete the eSmart Digital licence. See note on parent letter for details (Appendix A).

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students.

I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Student Behaviour Policy and Procedures*.

I DO NOT give permission for my child to have an online services account

**Name of parent:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.

## Office use only:

Processed on: / / by (initials):

**Note:** This agreement should be filed by the school.

(Appendix B)

# ONLINE SERVICES / ELECTRONIC DEVICES ACCEPTABLE USE AGREEMENT (K-YEAR 2)



I agree to follow the expected behaviours set out below when I use the Department-provided online services or electronic devices:

- 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 the school highly recommends to complete the eSmart Digital Licence (PP-Yr2) to ensure I know how to keep safe while on the internet.
- I will keep all personal mobile devices in my school bag (eg. Phones, tablets, ipads etc) and not use them at school unless directed and under the supervision of the teacher.
- I understand if I bring a personal mobile device to school, the school is not responsible if it is stolen or damaged.

I understand that if I use the internet, electronic devices 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:**

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**Signature of parent:**

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**Date:**

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**Office use only:**

Processed on:    /    /    by (initials):

**Note:** This agreement should be filed by the school and a blank copy can be viewed online.

(Appendix C)

# ONLINE SERVICES / ELECTRONIC DEVICES ACCEPTABLE USE AGREEMENT (YEARS 3-6)



I agree to follow the expected behaviours set out below when I use the Department-provided online services or electronic devices:

- 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 and online 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 understand that the school highly recommends to complete the eSmart Digital Licence to ensure I know how to keep safe while on the internet.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will keep all personal mobile devices in my school bag (eg. Phones, tablets, ipads etc) and not use them at school unless directed and under the supervision of the teacher.
- I understand if I bring a personal mobile device to school, the school is not responsible if it is stolen or damaged.

I understand that

- I am responsible for my actions while using online services or electronic devices 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 or electronic devices, I may be held liable and the principal may take further action.

**Name of student:**

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**Signature of parent:**

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**Date:**

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**Office use only:**

Processed on:    /    /    by (initials):

**Note:** This agreement should be filed by the school and a blank copy can be viewed online.

(Appendix D)

## PERMISSION TO PUBLISH STUDENTS IMAGES AND WORK FOR SCHOOL PURPOSES



Dear Parent/Guardian,

Your permission is sought for the school to publish video or photographic images of your child and/or samples of your child's school work to be used by the school and the Department of Education. The purpose of using the images or work will be activities such as promoting the school, school events and celebrating student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including the school newsletters, school website and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's first name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent below and return this whole permission form to the school. Once signed, the consent will remain effective until such time as you advise the school otherwise.

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### PERMISSION(do not detach)

I agree to the videoing or photographing of my child and my child's school work during school activities for use by the school and the Department of Education in the ways stated above.

**IMPORTANT:** I understand that while the school and Department of Education will only publish my child's information for the above-stated purposes, the internet is accessible by any person worldwide. I understand that my child's information can be accessed, copied and used by any other person using the internet. I understand that once my child's information has been published on the internet the school and Department of Education have no control over its subsequent use and disclosure. I understand that I can withdraw this permission at any time by contacting the school or Department in writing; however, this will not affect materials that have already been published and disseminated.

**Name of student:** \_\_\_\_\_ **Class:** \_\_\_\_\_

**Signature of parent:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Note: This consent form should be filed by the school and a blank copy can be viewed online.*

*(Appendix F)*