



# INTERNET USAGE POLICY

## **RATIONALE:**

Plenty Parklands Primary School recognises that student learning will change as new technologies alter the way in which information may be accessed, communicated and transferred through access to online services. The Internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world wide to increase skills, knowledge and abilities. Plenty Parklands Primary School also recognises that electronic information research skills are now required as essential knowledge for our students, and to enable them to contribute as informed citizens in the future. In responding to these changes the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. Plenty Parklands Primary School believes that the benefits to students from being able to access and retrieve information from these resources and the opportunities this provides for collaboration, exceed the disadvantages. However, access is a privilege and not a right. Access entails responsibility.

## **AIMS:**

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in order to discriminate between appropriate and inappropriate Internet usage.

## **IMPLEMENTATION:**

- Establish an eSmart culture which is in keeping with the values of the school and the expectations outlined in the Digital Technologies Acceptable Use Agreement.
- Educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies.
- Our school 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 the information encountered.
- All students and staff at our school will have censorship filtered Internet and email access. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- An ICT Coordinator(s) will be appointed, who will liaise with staff and the technical support technician (s) to manage all email access, the school Facebook page, Compass, Office 365, Google Classroom, maintenance of the school's website and filters, and all issues related to Internet access by students.
- The school 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 monitored by the class teacher.
- All online and email accounts will be password protected.
- Staff Education email accounts are to be used for work purposes only and users will be responsible for clearing their mailboxes regularly.
- Clear protocols and procedures will be used to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, and removing offensive content at the earliest opportunity.
- Guidelines on access rights will be defined for different user levels.
- All students are responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff are responsible for notifying the ICT coordinator (s) of any inappropriate material so that access can be blocked.
- Suspected illegal online acts will be referred to the relevant law enforcement authority for investigation.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Parent consent is required for all students in order 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 will be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing on the Internet, including the school website, Compass or in the newsletter.

#### **EVALUATION**

- This policy will be reviewed in line with new legislation, regulations and best practice.

#### **REVIEW PERIOD**

- This policy was last updated in **February 2021** and is scheduled for review in **February 2022**.

**Endorsed by School Council in March 2021**