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| Policy Title | **Safe Internet Use Policy** |
| Ratified at School Council | May 2021 |
| Updated on | February 2024 |
| Reviewed by | Staff and School Council |

**Introduction**

The role that the internet plays as a teaching and learning tool is increasing and the whole school community needs to adopt practices which will make the internet an appropriate and effective tool for all users.

**Belief**

The Toorloo Arm Primary School community believes that the internet is a rich resource for gaining, sharing and communicating information which will support the learning of our school community. The use of the internet compliments the more traditional information sources.

**The value of the internet**

* It extends teaching and learning beyond the classroom
* It provides opportunities to engage in global projects
* It allows communication with users across the world
* It provides opportunities for students to develop competencies in information handling and communication
* It promotes confidence in using various technologies
* It gives opportunities for students to evaluate and verify a wide range of information and ideas
* Its use can assist in the development of literacy, numeracy and critical thinking skills.

**Strategies to ensure that the use of the internet is safe and effective**

(The safety and privacy of students, staff and other internet users)

* T.A.P.S will not provide identifying data or other information that describes a personal situation or location of any member of the school community.
* Written permission will be obtained from parents or caregivers before photographs are published.
* An I.T technician manages the access of students and staff on the internet and administers user accounts.
* ICT agreement requiring Parental Permission and Student Agreement

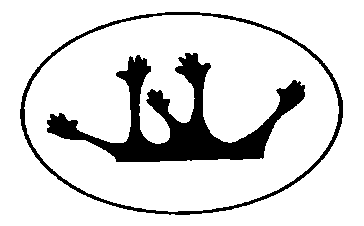
**Strategies for the effective and secure management of our Safe Internet Use Policy**

A user identification and authentication system is administered by the school’s ICT technician to ensure only authorised users have access to computer networks, internet and email services. T.A.P.S oversees the maintenance of the user accounts and passwords via our IT Services.

In order to maintain a safe and appropriate environment for students, automatic filtering of sites is provided by the Netspace at the service provider level. Known undesirable sites are prevented from being accessed by all users. The school network is equipped with anti-virus software. Files of any kind will not be brought from outside the school and loaded onto computers without teacher approval. Students are not permitted to download software, alter screensavers or any other preference.

**Copyright Issues**

Copyright is an issue of particular concern with the internet. Students need to be aware that all types of creative work, including their own, are protected by copyright. Students will be taught, at their level of understanding, that legislation applies relating to the rights of others, their intellectual property and commercial activities. They will also discuss the ethical question of copying other people’s work. Students need to understand that material used from the internet must be acknowledged unless the original author has declared it to be copyright free. Students preferably should use information or ideas obtained from the internet as the basis for their original work.



**Staying Safe With ICT Agreement**

The staff at Toorloo Arm Primary School support student equity of access to both information and information technology. We are aware that while every precaution is taken to avoid access, unacceptable material may be encountered while using the internet. Toorloo Arm Primary School has developed a Safe Internet Use Policy and this Staying Safe with ICT Agreement.

**Staying Safe With I.C.T Protocols (SSWI)**

**Students will:**

* Use only their personal e-learning account
* Use their internet and email accounts, and apps for educational purposes only
* Keep passwords secure
* Follow directions of the teacher at all time
* Say NO to using technology to find, read or send anything rude, scary or unkind
* Go to a responsible adult and tell them if they receive anything that makes them feel uncomfortable
* Value and take care of all technology in the school
* Co-sign a contract with their parent/carer to agree to abide by the school internet access policy

**Students will not:**

* Reveal personal information about themselves or others e.g. telephone numbers
* Publish the email address of another person without their permission
* Alter settings on any school devices

**Students will be aware that:**

* Any material accessed and used from the internet will be acknowledged and copyright respected
* Any breach of the S.S.W.I will be reported to the principal
* They are held responsible if they allow others to use their e-learning account
* The misuse of internet, email services or any technology will result in disciplinary action which includes, but is not limited to, the withdrawal of access to services
* Their usage is able to be identified and tracked at any time.

**Required Parental Permission**

Child/ren name/s\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

□ I allow my child/ren identifiable image to be published on the school’s intranet or website

□ I allow my child/ren work to be published on the school’s intranet or website

□ I allow my child/ren to access the internet at school for any purpose

Parent/Carer’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents are to carefully read the S.S.W.I protocols and discuss each clause with their child/ren in a manner that they see appropriate, and ask the child to sign the agreement below, adhering to the protocols and accepting the consequences for breeches.

**Student Agreement**

I have read the S.S.W.I with my parent/s and agree to abide by its terms and my responsibilities to keep myself safe when using ICT and I am fully accepting any disciplinary consequences attained to a breach of my doing.

Student’s signature Student’s signature Student’s signature

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