COMPUTER POLICY

Rationale:
At Eaglehawk North Primary School we want to create an environment where staff and students will have access to the best in Learning Technologies and the opportunity to use these as tools to support and enhance their learning experiences as problem solvers and collaborators.

Purpose:
We will:

- use Information and Communication Technology (ICT) to engage and empower learners
- use ICT to enhance teaching and learning for all students
- assist learners to be confident, productive and creative users of ICT
- prepare ENPS students for their future as members of an ever-changing global community that is rich in information.
- To ensure equal and substantial access to computers for all students and teachers.

Guidelines for implementation:
1. ICT Co-ordinator will monitor the implementation of the program.
2. ICT Co-ordinator will monitor the implementation of the schools eLearning plan encompassing the distribution of materials, maintenance requirements and budgetary process.
3. Children's access to computers will be regularly monitored and reported to the ICT Committee.
4. Computers will be used in daily teaching programs.
5. The program will be P-6 and be developmental in nature.
6. The Victorian Essential Learning Standards in Information and Communications Technology will outline the set of standards within domain and dimensions to be followed at each grade level.
7. Professional development for staff will be planned on an individual and whole school basis.
8. The school will endeavour to keep abreast of progress in technology.
9. The school’s eLearning plan will detail an annual budget allocation to support the implementation of this policy.
10. Use of computer terminology will be a dimension of the program.
11. A weekly maintenance schedule will be implemented.
12. Parents will be given the opportunity to attend familiarisation sessions on the computers.
13. The ICT committee consists of the ICT Co-ordinator, staff representatives from each Professional Learning Team and the school Technician. This allows for the flow of communication across all areas of the school. The committee will be convened by the ICT Co-ordinator, who will act in an advisory capacity to staff and school council.

Resources:
Victorian Essential Learning Standards
ePotential
ENPS eLearning Plan
Eaglehawk North Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

**Part A - SCHOOL SUPPORT FOR THE SAFE AND RESPONSIBLE USE OF DIGITAL TECHNOLOGIES**

Eaglehawk North Primary School uses, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed despite our best efforts.

At Eaglehawk North Primary School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development’s search engine Connect [www.education.vic.gov.au/primary](http://www.education.vic.gov.au/primary) which can be used to direct students to websites that have been teacher recommended and reviewed
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cybersafety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement through information evenings and through the document attached to this agreement for parents to keep at home
**Part B - STUDENT AGREEMENT**

When I use digital technology at Eaglehawk North Primary School I agree to:

- be a safe, responsible and ethical user whenever and wherever I use it
- support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- use the internet for educational purposes and use the equipment properly
- use social networking sites for educational purposes and only as directed by teachers
- abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- think critically about other users’ intellectual property and how I use content posted on the internet
- not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- only take photos and record sound or video when it is part of an approved lesson
- seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- check ENPS photo permission forms before publishing or sending photos, recorded sound or video to anyone else
- be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Please return bottom section to Eaglehawk North Primary School

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I have read the Acceptable Use Agreement carefully, understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked.

Student Name: ____________________________

Year Level: ____________________________

Student Signature: ____________________________

Parent/Carer Signature: ____________________________
Eaglehawk North Primary School

Acceptable Use Agreement for Ultranet, internet and digital technologies

Part C - ADVICE TO FAMILIES TO SUPPORT THE SAFE AND RESPONSIBLE USE OF DIGITAL TECHNOLOGIES AT HOME

At school the internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet and chat.

The term “space” is used here to describe a website that works like a community with live interaction and the capacity for your child to chat with others, personalise their space and share information. Each space has a purpose, audience and tool set including those around security and protection. The internet also provides access to websites with information, images and videos for students to view. Not all content is presented as a space.

About the agreement:

In signing this agreement your child will be agreeing to behave in a certain way online and to take appropriate action when and as required. Elements of the agreement are explained below. Please contact the school to clarify or receive additional information.

Be a safe, responsible and ethical user whenever and wherever I use it.

The school’s Student Engagement/Wellbeing Policy outlines the values of the school and expected behaviours when students use the internet and digital technologies at school and portable technologies provided by the Department of Education and Early Childhood Development in students’ homes.

Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour).

Being online can make students feel that they are anonymous and sometimes students may say things online that they would never say to someone’s face. The web space or online chat environment that they use in leisure time might also have explicit language and they may feel they have to be part of it. Bullying online can take a number of forms from repeated messages to exclusion from social spaces. Students who forward on messages or participate in the exclusion may not see themselves as bullying. These actions also contribute to the hurt and distress of others.
Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

Incidents online often go unreported. Students have reported their reasons as embarrassment, a belief that online issues are theirs to solve as adults don't understand, a feeling that reporting it will make it worse and the most common reason given is a fear that they will lose access to their technology.

Students are advised to report an incident if:

- they feel that the welfare of other students at the school is being threatened
- they come across sites which are not suitable for their school
- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private
- they accidentally do something which is against the rules and responsibilities they have agreed to.

Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint.

Many websites/spaces have conditions of use, such as ownership of the content and the age of participants. For example: Children under 13 years of age are not permitted access to Facebook. When posting information online - A good rule is “Don't post what you wouldn't want your Grandparent, Principal, or future boss to read.”

Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images.

Students like to publish information about themselves and their friends in spaces like MySpace, Facebook and blogs. This can put them at risk of being approached, groomed or bullied online. To avoid this we recommend they:

- don’t use their own name, but develop an online name and use avatars
- don’t share personal details, including images of themselves or their friends online
- password protect any spaces or accounts they have
- don't allow anyone they don't know to join their chat or collaborative space
- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it) so no full names should appear in reference to individuals in any image, movie or sound recording
- ALWAYS make the space private so that they can control who sees their space and can communicate with them
- understand the terms and conditions of any website or online community that they might join.
Use the internet at school for educational purposes and use the equipment properly

It is important to realise that there is a time for fun and a time for work even on the internet. Students may often see the internet as 'free' however even just looking at a page on the internet incurs a download cost. By taking care with the equipment, and thinking carefully about printing and downloading from the internet students can save time, money and the environment. Staying on task will reduce the risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

If your child is spending hours online 'doing their homework,' it may be that they are multitasking in many other applications, some of it study related and other interaction may be social.

Use social networking sites for educational purposes and only as directed by teachers.

Web 2.0 tools and social networking spaces allow students to be contributors to the web and to work collaboratively online with other students. Creating or contributing to blogs, wikis, digital stories and podcasts can all be legitimate educational activities which allow students to publish, share and inform others and be active contributors to the web. It is important for students to understand that working in a collaborative space as part of a learning task, has a very different purpose to using a social networking space to link up with friends in their own time.

To ensure students understand the difference between an educational collaborative space and a community dedicated to socialising, teachers will clearly outline the educational purpose of the task and the roles and responsibilities of students. Protocols for what will be considered acceptable practice in the collaborative space will be established.

Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary).

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it. Not only is breaking copyright morally, ethically and legally wrong, it can introduce potential risks. By downloading a ‘freebie’ you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Peer to peer sharing software like Limewire and Bit-torrent can sometimes share music and files illegally, and make computers vulnerable.

Think critically about other users’ intellectual property and how I use content posted on the internet, not simply copy and paste information from websites.

Not everything on the internet is true, accurate or unbiased. The school is working to teach digital literacy skills, which enable students to locate, evaluate, and use information effectively on the internet. It is important that your child respects the Intellectual Property of people who contribute resources online. Students should use their own thoughts and language to express what they have learnt, and avoid simply copying and pasting information from the internet.
Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student.

Not reveal my password to anyone except the system administrator or classroom teachers.

Not bring or download programs without permission, including games, to the school or run them on school computers.

Not deliberately enter or remain in any site that has obscene language or offensive content (e.g. racist material or violent images).

In school settings, internet service providers set up filters to block out a lot of inappropriate content, but these filters are not always foolproof. Students, who deliberately seek out inappropriate content or use technologies which bypass filters, will have their internet access reviewed and their parent/carers will be immediately informed.

Computer facilities are for the use of all students so due care should be taken at all times when using these resources. Students are responsible for everything done using their accounts, and everything in their home directories. To this end, students need to keep their password secret and not gain access to other students' login details. The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses, etc and these put all school equipment and student work at risk.

When using a digital device as a camera I will:

- Only take photos and record sound or video when it is part of a class or lesson.
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers).
- check ENPS photo permission from individuals involved before publishing photos, recorded sound or video
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

The recording of images and sounds can breach students’ rights under the Privacy Act. Sometimes students are reluctant to tell their peers that they don’t want their image or voice recorded. The Privacy Act says that the posting and sharing of information online or in any other way requires consent.

This consent must be **fully informed, freely given, current and specific** in how the information will be presented and who it will be presented to. Schools are required to obtain signed authority for any work, images or information posted online. All citizens need to respect the rights of others to privacy and students are no exception. A sample consent form for requesting permission is available on the DEECD website.


Consent can be withdrawn at anytime.
Key Discussion Questions for parents to ask

At home we recommend you make some time to find out how your child is using the internet. Make some time to sit with them online and ask questions such as:

- What is it that is so enjoyable about the site or space you are using? What is the purpose of the site or space?
- How does it work? How do you set it up? What are the conditions of use?
- Who is else is sharing this space? Do you know them or did you ‘meet’ them online? How can you control who is in your space?
- Can you see any risks or dangers in the activity? What would you say to warn/inform a younger child?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you tell an adult about an incident that has happened online? Who would you tell?
- When wouldn’t you tell and why not? Research shows that students are reluctant to report issues and put at risk their internet/phone access.

Encourage your child to set their space to ‘private’ if they use a social networking site like MySpace, Bebo or Facebook (they are then in control of who can contact them and access their information).

Ensure that all internet activities occur in a shared place— not your child’s bedroom. Negotiate appropriate times for online activities and use of mobile phones. Consider the use of “safe search filters” freely available as settings on Google, Bing etc.
Eaglehawk North Primary School  
Computer Network Acceptable Use Policy

Dear Parents,

**Parent Authorisation for the use of Photographs**

To provide information about the school and to inform the community about our current and important events, we often use photographs of children from our school. Photographs provide instant and informative material to portray feelings and details about how children respond to their various stimulating learning experiences.

We respect both you and your child’s privacy about using images and would like to seek permission from both students and parents before having images/photographs published. Forums for publishing are - School Web Page, Newsletters or Intranet, School Council video and occasionally television or print media in the wider community.

When photographs of students are used on the Web, they are not identified by name but grades or departments may be referred to, e.g. “A Prep Grade from the Junior Department visiting the Kyabram Fauna Park”. All publications will be covered by the School Web Page Publishing Policy.

Student images could be published on the website, school video, curriculum news and/or in newspapers such as the Bendigo Advertiser or the Eaglehawk Times. Images of children will not be published or identified unless specific permission is given. Please complete the form below and return to school at your earliest convenience.

If you have any concerns about how photographing of your child may be used by the School, please let us know.

Thanking you in anticipation.

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**PHOTOGRAPH PERMISSION**

I give permission for my child……………………………………………..to be photographed  
YES  NO   EXCEPT IN THE FOLLOWING CIRCUMSTANCES

I give permission for my child………………………………………… .to be identified with photograph  
YES  NO  EXCEPT IN THE FOLLOWING CIRCUMSTANCES

Signed…………………………………………………..  
(Parent/Guardian)