



# INTERNET USE/SOCIAL MEDIA POLICY

## (including School Specific Procedures)

Latest DET Update: 19/04/2017

First Developed in This Format: January 2017

Updated: April 2017

### Rationale

- Bayswater West Primary School uses the Internet as a learning tool to improve children's learning outcomes by increasing access to worldwide information. The school embraces the benefits of technology and is committed to reducing children's exposure to cyber-risks when using the Internet, mobile phones and other electronic devices.
- Cybersafety is a major concern facing schools. This does not only affect children and young people. DET employees in schools are also at risk of misusing social media or being targeted by a disgruntled young person or member of the school community. This is not a new concept. As with all forms of **inappropriate behaviours** the digital world has simply opened up a new platform for it to occur.
- There are legal consequences for misuse of social media.
- Teachers and other staff in schools have a responsibility to take reasonable steps to protect children from risks of injury, including those that may be encountered within the online learning environment.

### Purpose

- To develop student skills across the five interrelated elements of the ICT capability learning continuum as outlined in the AusVELS.
- To use ICT to provide open ended, authentic and relevant tasks to stimulate and engage our students, and cater to their individual learning needs.
- To develop the safe, smart and responsible use of technology throughout our school community.
- To provide teachers with support to develop and enhance their understanding of ICT.
- To ensure Bayswater West Primary School complies with DET policy and legislation in regard to social media.
- To help redress cyberbullying.
- To ensure the school has in place strategies to enhance compliance with the Child Safe Standards 2 and 6.
- To ensure the school discharges its duty of care towards children.

### Definitions

In the context of DET's Using Social Media *Guide*, social media is the term used for internet based tools for sharing and discussing information among people. Additional social media tools may include (although are not limited to):

- Social networking sites (e.g. Facebook, LinkedIn, Myspace)
- Video and photo sharing web sites (e.g. Flickr, YouTube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts

- Video conferences and web conferences
- e-mail and instant messaging

Social media also includes all other emerging electronic/digital communication applications.

**Bullying** is when someone, or a group of people, deliberately upsets or hurts another person or damages their property, reputation or social acceptance on more than one occasion. There is an imbalance of power in incidents of bullying with the bully or bullies having more power at the time due to age, size, status or other reasons.

**Cyberbullying** is direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces.

### Implementation

- This school **has zero tolerance of bullying** in any form.
- The wellbeing of every child at the school is our highest priority.
- This policy applies to all staff, teaching and non-teaching at Bayswater West Primary School. It includes all volunteers, visitors and contractors engaged by the school and the School Council.
- The school will work towards becoming eSmart, the initiative of the Alannah and Madeline Foundation.
- Bayswater West Primary School uses Using Social Media: Guide for DET Employees in Schools as the reference for internet use at the school.
- In consultation with staff, parents/carers and children, the school will determine what is appropriate and what is not appropriate use of social media.
- The school will assist parents/carers to support their children in the digital world by providing them with useful information about existing and emerging technologies, engaging them in the development and review of policies and inviting them to information sessions or distributing handouts on school expectations of acceptable use.
- Parents/carers, teachers, children and the community will be made aware of types of cyber bullying and its legal and hurtful ramifications. Teachers will be regularly reminded of their duty of care regarding protection of children from all forms of bullying.
- The school will use DET's Step by Step Guide: Online Incidents of Inappropriate Behaviour Affecting Students in dealing with inappropriate incidents.
- The school will develop an Acceptable Use Agreement for children (refer Appendix A & B attached).
- The school will seek children's and parent/carer permission when publishing children's images and/or their work.
- Please refer also to the school's *Student Engagement Policy, Duty of Care Policy, Mobile Phones, Use by Children Policy, Photographing & Filming Children Policy, the Bullying & Harassment Policy, Responding to Student Sexual Offending Policy* and the Child Safe Standards 2 & 6.

### Evaluation

- This policy will be reviewed as part of the school's three-year review cycle or if guidelines change (latest **DET update late April 2017**).

This policy was ratified by School Council in 22/05/2017

Reference:

[www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx](http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx)

## Appendix A: Acceptable Use of ICT Bayswater West Primary School

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### 1. Introduction

The purpose for using Information and Communication Technology at Bayswater West Primary School is to:

- Enhance student learning opportunities
- Promote student achievement
- Provide opportunities for engaged learning in a 21st century environment

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

### 2. Definitions

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- Computer systems and related applications such as email, internet and other installed programs and apps
- Discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems
- Video or still cameras
- Audio recording devices
- Tablets and smartphones
- Any other device that can be connected to the internet

### 3. Acceptable Use

#### Netiquette

You should:

- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can be misunderstood and hurt people's feelings
- Do not type in all capitals. It is like shouting online. Shouting at someone is impolite
- Anything you post online or in an email should be checked by a teacher/adult before it is sent

#### Respect Resources

You should:

- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, apps, email and internet resources

- Ask permission from your teacher before following online prompts
- Treat equipment carefully
- Only log on to the school computers using the grades username and password.

You should not:

- Install, relocate or remove software or apps
- Download or share files without teacher permission
- Attempt to access or change settings on devices without teacher permission
- Attempt to fix equipment without teacher permission
- Connect any device (such as a USB drive, camera, phone, CD/DVD, iPod, tablet or music device) to, or attempt to run any software on school ICT without a teacher's permission. This includes all wireless technologies.

### **Respect Others**

You should:

- Always respect the rights, beliefs and privacy of others
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from digital resources
- Use your manners when communicating with other people

You should not:

- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending them messages, you must stop
- Re-post a private message without the permission of the person who sent the message
- Take or send photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as if they were your own
- Use technologies in a way that negatively effects the wellbeing of others both inside and outside of the school
- Expect replies to emails or instant messages from teachers and school staff outside of normal business hours
- Alter or delete anyone else's work

### **Keep Yourself Safe Online**

You should:

- Keep personal work secure
- Use the Internet and email only under teacher supervision
- Use only school provided email accounts when communicating online
- Ask your teacher before sharing any personal details or photographs online or in an email
- Make 'hard to guess' usernames and passwords, and keep them a secret
- Tell a teacher if you come across something that upsets you or makes you feel uncomfortable when you are using ICT

You should not:

- Share your usernames or passwords with others
- Use another person's username or password
- Send photos or post detailed personal information about yourself or other people (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, photograph etc.)
- Meet with someone you have met online without your parent's /guardian's approval and participation

- Attempt to alter or bypass security, monitoring or filtering that is in place at Bayswater West Primary School
- Attempt to access inappropriate material

## **5. Notification**

You should:

- Tell your teacher immediately about any messages you receive that are rude or that upset or worry you
- Turn off the monitor or close the iPad cover, and tell a teacher immediately if you accidentally access something inappropriate. This will allow teachers to follow up appropriately according to the School Acceptable Use Policy
- Tell a teacher if someone else is doing something which offends you or is not permitted
- All communications between students, parents and school staff will occur during normal business hours. Teachers will respond to communications at the earliest time possible without interruption to normal school program

## **6. Consequences of Improper Use**

Consequences for any student breaking these rules may include:

- Informing parents/guardians
- Loss of access privileges for a period of time
- Any other consequence deemed appropriate by a staff member in conjunction with the Student Engagement Policy
  - Legal action

## **7. ICT Use Agreement**

Students will sign and refer to the ICT Use and Cyber Safety Agreement

## Appendix B: ICT Use and Cyber Safety Student Agreement

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Bayswater West Primary School recognises the need for students to be safe, smart and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with families and the school community. We request that families work with us and encourage safe, smart and responsible behaviour at home.

### **At our school, we:**

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- Have an ICT acceptable use policy that reflects our school's values and clearly states the expected standards of student behaviour, including the consequences for inappropriate behaviour
- Educate our students to be safe, smart and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy, Cybersafety and intellectual property
- Supervise students when using digital technologies for educational purposes
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal, and as such we are required to report these activities to the police
- Support families to understand the importance of safe, smart and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child
- Provide families with a copy of this agreement.

## Student Agreement Years 3 - 6

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I agree to use ICT in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use ICT at Bayswater West Primary School I will respect resources, which means:

- I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
- I will only use ICT for educational purposes
- I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission
- I will not connect any device to the school hardware without teacher permission
- I will treat all equipment with care.

When I use ICT at Bayswater West Primary School I will respect others, which means:

- I will not use ICT to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
- I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
- I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
- I will always respect the rights, beliefs and privacy of others.

When I use ICT at Bayswater West Primary School I will keep myself safe online, which means:

- I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birthdate etc.)
- I will keep my usernames and passwords safe and secure
- I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
- I will not deliberately attempt to access inappropriate or non-educational content
- I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

I understand that breaches of the rules will see me lose my ICT/Internet access rights for a period of time determined by the Principal, ICT Coordinator or my teacher.

Student Name. \_\_\_\_\_ Grade. \_\_\_\_\_

Student Signature. \_\_\_\_\_ Date. \_\_\_\_\_

**Parent/Carer Agreement.**

I agree to my child \_\_\_\_\_ using the Internet at school for educational purposes on accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Carer Signature \_\_\_\_\_

Parent/Carer Name \_\_\_\_\_

Date \_\_\_\_\_