SUPPORTING TEACHING AND LEARNING

INTERNET POLICY - STUDENT USAGE

GENERAL STATEMENT
Concord School recognises that the internet provides students with opportunities to increase their skills and gain knowledge through obtaining information and communicating with individuals, organisations and groups outside the Concord School learning environment.

BROAD GUIDELINES
Students are not to use the internet:
- without supervision
- without a prior set task
- for non-learning related purposes

A supervising staff member must be present at all times when students access the internet. With the possible dangers and inappropriate information available on the internet, this is a duty-of-care issue and is paramount to the safety of students.

Students must ensure they don’t give out private information about themselves or others that could compromise their safety or the safety of others.

Concord School staff believe that it is important that students learn how to use the internet safely and appropriately. Students need to learn what appropriate use of the internet is and what the consequences are for inappropriate use. Staff must ensure the consequences for inappropriate use are enforced and consistent.

Internet access is a resource to be used to support student learning outcomes. Content accessed via the internet should relate to curriculum based activities, materials or classroom research. This could include research for projects, worksheets, web quests and other such activities including the gathering of text, pictures, audio and video (with consideration to relevant copyright requirements).

Internet access may also be used for extended educational and recreational activities or games provided the following guidelines are used:
- sites, games and activities must have been formally approved by a teacher
- activities allow for specific skill development
- activities do not become the main focus for internet use and should not be used to excess

IMPLEMENTATION
Concord School has taken every reasonable measure to protect the safety of students from possible dangers and inappropriate information on the internet including the blocking of inappropriate sites. Guidelines implemented at the beginning of each year mean that students should only be permitted to access specific sites as directed by their teacher under supervision. All students and staff will have their own monitored internet account. Such access is a privilege that infers responsibility and not simply a right to be expected.

Students and parents/carers must complete and return the ‘Acceptable Internet Use Agreement’ form. The students will be taught, in a manner appropriate to their level of understanding, about cyber safety, privacy, the appropriate use of the internet and what to do if they come across inappropriate sites. Consequences for inappropriate use could include:
- removal of internet access for a period of time
- removal of computer access for a period of time

Internet usage will be:
- filtered to block dangerous and inappropriate information, in accordance with DET guidelines and policies, by our Internet Service Provider (ISP)
- further filtered to provide an additional stricter level, to block dangerous and inappropriate information, by our local proxy/filtering systems. Sites will be filtered or blocked if:
  - deemed inappropriate
- recreationally based and accessed more frequently than valid educational resources
- monitored for all students and staff, including logging all sites accessed

RESPONSIBILITIES

Students
- To complete the ‘Acceptable Internet Use Agreement’ form where applicable
- Report access to inappropriate sites to their teacher
- To use the internet appropriately for the purposes outlined
- To not engage in threatening behaviour such as cyber-bullying
- To accept the consequences of inappropriate internet use
- To not employ methods to bypass filtered or blocked sites, such as the use of proxy sites

Parents/Carers
- To read and complete the ‘Acceptable Internet Use Agreement’ form
- To discuss internet access and related issues with their child at home

Staff
- A supervising staff member must be present at all times when students access the Internet
- Ensure students are using the internet appropriately and provide appropriate tasks and web addresses
- Collect and share web resources found for school-wide use
- Review recreationally based sites and activities before approving them
- To enforce consequences for inappropriate internet use
- To provide feedback on the filtering and blocking of sites, including reporting access of inappropriate sites to the ICT Manager

eSmart Teacher
- Send home the ‘Acceptable Internet Use Agreement’ form and keep a record of all students who have completed and returned this form
- Ensure the eSmart program is delivered regularly to all students
- Assist teachers in the reviewing of appropriate recreationally based sites and activities
- Provide training, advise and materials for teaching staff
- Organise eSmart PD for relevant staff
- To liaise with staff regarding students who use the internet inappropriately
- Complete online eSmart framework chart

ICT Manager and Technical Staff
- Implement appropriate filtering
- Monitor use of approved recreational sites to the eSmart teacher, Learning Coach, the Principal and the Leadership Team on a termly basis
- Monitor and report on all internet usage to the eSmart teacher, the Principal and the Leadership Team on a termly basis
- Liaise and review filtering and blocking of sites with the eSmart teacher on an on-going basis
- Report on such activities to the Principal and Leadership Team on a termly basis

RESOURCES
- https://www.esmartschools.org.au
- Cyber Safe Kids - cybersafekids.com.au
- Cyber Smart Kids - http://www.cybersmart.gov.au
- Net Safe - Netsafe.org.nz