



TVPS POLICY for SAFE USE of INTERNET & DIGITAL TECHNOLOGIES



Rationale:

- The Internet provides students with unprecedented opportunities to obtain information, engage in discussion and to liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

Aims:

- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in safe and appropriate internet usage.

Implementation:

- TVPS teaches age-appropriate technical skills to support student access to the widest variety of information resources available. Skills and protocols necessary to filter, analyse, interpret and evaluate information are also an integral element of ICT education.
- Parent Information Events (P.I.E) are offered to support parents in managing the ever-changing and expanding cyber social media available to our children
- All students and staff at TVPS have censorship filtered internet and email access via the DET filters and firewall.
- Staff and Level 3 & 4 students have their own password protected internet email account and log on. Such access is a privilege that carries responsibility. Users will be responsible for clearing their mailboxes regularly.
- An ICT Coordinator will liaise with staff and the Technical Support Technicians to manage all email access, maintenance of the School's web site, web filters and issues related to internet access by students.
- The School undertakes to ensure that information published (eg. on the TVPS website) by students or the school is of a high standard, in keeping with the school values and meets legal requirements in relation to copyright, safety, privacy and decency.
- Guidelines on access rights will be defined for different user levels.
- All students are responsible for notifying a teacher of any inappropriate material so that immediate action can be taken to remove and block such information.
- If inappropriate messages or 'postings' on social media involve TVPS students or staff outside of school, the Principal or Assistant principal may be informed. This may result in a 'duty of care' communication with parents and the technology (eg phone) privilege at school may be revoked.
- All staff are responsible for notifying the Coordinator of any inappropriate material so that immediate action can be taken to remove and block such information.
- Consequences for publishing, accessing or failing to notify the Coordinator of inappropriate material include the removal of access rights.
- A signed Parent and Student Consent Form (see over) must be completed in order for students to gain access to the internet, or to publish work, photos or videos on the internet.
- Privacy of students, parents, staff and other users must be respected at all times. Only a student's first name will be used in any publication.
- Teachers are responsible for making sure work is screened for accuracy, appropriateness and correct grammar and spelling prior to publishing.

Evaluation:

- This Policy will be reviewed as part of the school's regular 3-year review cycle.

Student Agreement – Applicable at Year Levels 3 - 6

I agree to use the Internet and email at TVPS in a responsible manner for purposes stated by my teacher. If I find myself in 'unsuitable locations' I will immediately click on the 'home' or 'back' button and inform my teacher.

When working on the Internet at school I will:

- only work on the web for purposes specified by my teacher
- not give out personal information such as my surname, address, telephone number or my parents' work address/ telephone number
- never send a person my picture/ photo without first checking with my teacher
- always have my teacher's permission before sending an email
- only compose email messages using language that I know is acceptable at TVPS
- not respond to any messages that are unpleasant of that make me feel uncomfortable in any way. (It is not my fault if I get a message like that.) I will inform my teacher immediately.
- not use material from other websites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- follow the TVPS guidelines and procedures when preparing materials for publication on the web.
- never post or save material to the Web/ Dropbox that is not my own intellectual property without obtaining permission.

I understand that breaches of the rules may result in suspension of my Internet/email access rights for a period of time (as determined by my Teacher, the ICT Coordinator or the Principal).

Student Name _____

Student Signature _____

Date _____

Parent/Guardian Agreement:

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

- I consent to my child using the Internet at School for educational purposes in accordance with the Student Agreement outlined above.
- I consent to my child having their first name published on the School's website.
- I consent to my child having their picture published on the School's website.
- I consent to my child corresponding with TVPS staff, students and 'approved others' (approved by the class teacher, eg in relation to an assignment) using their TVPS email.

For feasible implementation of this consent, the form is designed in an 'all or nothing' format. For clarification of any points, please consult your child's teacher.

Parent/Guardian Name _____

Parent/Guardian Signature _____ **Date** _____