Hughesdale Primary School

– Guidelines for Acceptable Use of the Internet and Electronic Communications

Hughesdale Primary School is committed to providing a high quality education in a positive and supportive environment by ensuring that learning is stimulating, relevant and rewarding. It is in this context of possibility and potential and with a rigorous commitment to the best teaching and learning practice, that we can encourage all learners to become future learners. (ICT Strategic Plan)

INTERNET ACCESS

Use of the Internet supports teaching by giving students and teachers access to ICT and provides opportunities for collaborative work. At HPS we recognize that such information research skills are required as essential knowledge for students in the 21st century.

The following guidelines govern the use of the Internet at Hughesdale Primary School.

- The Internet will be used by students at Hughesdale Primary School for educational purposes only. Eg. Project and learning activities directly related to the curriculum.
- Downloading of material from the Internet will only be for educational purposes. E.g. Graphics, videos, background music which supports the content of the students’ project or task.
- Access to the Internet will be supervised.
- Inappropriate use of the Internet will result in implementation of consequences as set out in the school rules policy.
- Students will only have access to web sites/resources/apps that have been checked by staff as suitable for student use.
- Students are responsible for notifying their teacher of any inappropriate material.
- Students will only publish work on the school’s local network/intranet which is not accessible from the Internet.
- Privacy of students, parents, staff and other users either individuals or groups will be recognised and respected at all times.
- All work will be screened for accuracy, appropriateness, grammar, spelling prior to publishing.

Students and their parents will be asked to sign an Agreement regarding Internet usage prior to the student being allowed access to the Internet. This agreement will aim to ensure that parents and students are aware of their responsibilities in regard to appropriate use of the Internet and Electronic Communication.

ELECTRONIC COMMUNICATION

Electronic communication can be used as part of the classroom program. It encompasses emails, instant messaging, video conferencing and other communication via electronic means. Students email access in Prep - Year 2 will be through a class mailbox under teacher supervision. Each student in grade 3-6 will have an individual account and may only use this account under supervision of parents or teachers.

The following guidelines will govern the use of electronic communications at Hughesdale Primary School.

- All electronic messages such as email and instant messages will be approved before being transmitted by students off-campus.
- Personal information such as student’s full names, home addresses and home telephone numbers will not be sent by email, instant messaging or to be posted on any bulletin boards, private or public.
- In using electronic communication, HPS students will always remember that they are representing themselves and the school in a public forum.
- No electronic communication will be approved where they may offend others, or where they do not respect the rights and feelings of others.

LEARNING TECHNOLOGIES HARDWARE (and accessories)

Information Communications Technology (ICT) forms an important part of our curriculum. Hardware constitutes things such as desktop computers, notebook computers, digital and Flip cameras, iPads and Tablet PCs, interactive whiteboards, headphones and other accessories.
The following guidelines will govern the use of ICT Hardware at Hughesdale Primary School.

- All hardware will be used for their intended purposes carefully and with respect.
- Students are to report any errors with hardware to their teacher.
- If students are misusing ICT hardware, parents will be notified and appropriate action will be taken as per the school rules policy (eg not using equipment for an extended period of time)
- Students are only to use hardware with teacher permission.
- USB storage devices are not to be permitted at school due to virus prevention, unless permission is provided by the teacher.
- Hardware belonging to the school is to remain and stored securely at the school. It is not to be taken off the premises unless for repair or replacing.
Feb, 2014

Dear Parents,

The Information and Communications Technology (ICT) program at Hughesdale Primary School requires parental assistance to support appropriate use of the Internet and Email. We aim to work together with parents to promote the safe and acceptable use of ICT.

Students at Hughesdale PS use the Internet and Electronic Communications as part of both specialist sessions and classroom activities. These forms of Information and Communications Technology are used for educational purposes only, with students being supervised closely. Both the Internet and Email are valuable sources of information and learning for use in educational programs.

Attached to this letter you will find ‘Guidelines for Acceptable Use of the Internet and Electronic Communication’ and the Hughesdale PS ‘Student Agreement’ related to the use of the Internet and Electronic Communication. These guidelines are part of the school’s ‘ICT Strategic Plan’.

Throughout the year students in Years 2 – 6 will revisit the need for ‘Cybersafety’ when using the Internet and electronic communications. This includes Cyber Bullying which is the use of email, instant messaging, mobile phones or other forms of technology to deliberately harass, threaten or intimidate someone.

Parents are asked to read and discuss both documents with their child, and then both parent and student sign the student agreement. The aim is for students to understand the importance of following the expectations as outlined in the policy and to promote the partnership between the home and school in developing acceptable digital citizenship.

The signed agreement needs to be returned to the classroom teacher by **Monday 13th February 2014**.

Ideally the school hopes to receive the attached agreement signed and returned by each family, but it will be assumed that families, who do not return the agreement, accept the policy in full and their child/children will be given access to the Internet and Electronic Communications as required.

The information may also assist with the use of the Internet at home as it represents a popular and common sense approach adopted by many schools.

If you have any queries related to this information please contact me at school.

Yours sincerely

Shane Long

**ICT COORDINATOR**
HUGHESDALE PRIMARY SCHOOL – SECURE PASSWORD DOCUMENT

PASSWORD REMINDER: please give this form to your teacher. They will keep all your information private.

If you forget your password you can ask your teacher for this reminder sheet, which they will store in a secure place.

Please write on this form in pencil, as your password may change from time to time. When you change your password please update this form.

Pencil only

Your name: ______________________________________     Grade: ___________________

<table>
<thead>
<tr>
<th>User name</th>
<th>Password</th>
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<tbody>
<tr>
<td>Log on to school computers</td>
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<tr>
<td>Ultranet</td>
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<tr>
<td>Studyladder</td>
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<tr>
<td>Lexile</td>
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<td>SuperClubs +</td>
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<tr>
<td>Brainpop</td>
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<tr>
<td>Mathletics</td>
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<tr>
<td>OnDemand / Student Number</td>
<td>Date of Birth</td>
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</tbody>
</table>

Remembering your password is your responsibility, but ask your teacher if you forget your password.

Do not give your password out to anyone, please keep it secure!
Hughesdale Primary School
Acceptable use of the Internet and Electronic Communications

Student Agreement for use of the Internet and Electronic Communications

This agreement is valid for 2014.

Please read and discuss each point.

**Student’s roles and responsibilities:**
- I will use the internet and electronic communications responsibly and follow the directions of the teacher.
- I will immediately close any web pages or emails containing inappropriate content and inform my teacher.
- I will not give out personal details online.
- I will not send photos of myself or others via email, or upload them on sites, without their permission.
- I will keep my password private and only store it on the sheet provided by the teacher. This sheet will be updated when my passwords are changed. No one else should change my password for me, not even parents/guardians.
- I will ask the teachers permission before communicating with others online and I will only use language appropriate in my school.
- I will not use social-networking sites (eg Facebook, Instagram, etc) unless I am aged 13 or as specified in the sign-up agreement.
- I will not communicate with people I do not know. This is via email or messaging apps (Kik, Viber, etc).

**School’s role and responsibilities**
- Actively monitor the safe and responsible use of internet and electronic communications within the school.
- Provide the students with information regarding the safe and responsible use of technology and electronic
- Provide a holistic approach to developing digital citizens, ensuring students have the knowledge, skills, awareness and behaviours to actively use the internet and electronic communication appropriately.

**Parents’ roles and responsibilities.**
- Discuss the importance of being safe online with your child and treating others in a respectful manner.
- Monitor your child’s online behaviour and ensure they are using the internet and electronic communication appropriately.
- Do not let your child communicate with people they do not know.
- Please ensure your child adheres to age-restricting guidelines regarding social network sites (most are 13+).
- Please inform the school of the school of any behaviour you are aware of that may affect other students at the school (not limited to your own child).
- Seek permission from other families before publishing any content containing students from the school that are not your own child.

**Student name and class** ________________________________  **Student signature** __________________

**Parent/guardian name** ________________________________  **Parent/guardian signature** __________________