

Ultraset/Internet and Electronic Communication Acceptable Use Policy

Rationale

Cheltenham Primary School (CPS) uses the internet as a teaching and learning tool. We see the internet as a valuable resource and acknowledge it must be used responsibly. It provides access to a wide range of resources and enables students to access and present knowledge and information in multi-modal learning tasks, to communicate efficiently with others and to participate in collaborative learning projects with students in other schools.

Whilst using the Internet at CPS, students will acquire skills that will enable them to use information technology and electronic communication responsibly and safely. The risks associated with accessing the internet can be minimised by appropriate supervision, the use of content filters, education and behaviour management.

Aims

The purpose of this policy is to ensure that the Internet, Ultraset and Electronic communications are properly and efficiently used and that risks associated with its use are minimised.

Implementation

The school should:

- Use an ISP which has appropriate safety protocols and approved filtering product.
- Provide training to staff and students in the appropriate use of these resources.
- Take all reasonable steps to ensure unacceptable and/or inappropriate material cannot be accessed.
- Provide a "Guideline for Acceptable Use" detailing acceptable online behaviours and disciplinary measures should the guidelines be breached.
- Encourage co-operative responsibility for online behaviour between students, parents or guardians and the school by use of a annual signed "Student Acceptable Use Agreement" and promoting awareness of the "Keeping Safe Online" document.
- Implement a cybersafety program across all year levels.

Staff should:

- Make students aware of acceptable online behaviours and school internet policy which include behaviour management practices, copyright and privacy considerations and systems for granting and removing student access privileges.
- Educate students to participate in an increasingly information-based society.
- Provide appropriate supervision when children are using the internet.
- Educate students to deal with the wide range and volume of material available through the internet.
- Where practical, teachers will download appropriate educational games and sites onto our server for student access.

Parents/Carers should:

- Read and understand what the school will do to support the safe and responsible use of digital technology
- Read through the agreement and discuss it with their child to ensure they understand each part
- Consider how they might support safe and responsible behaviour online at home
- Monitor their own child's internet usage at home including the use of all social websites

An Acceptable Use Policy (which can be viewed at the following location: <http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm>) developed by the Department of Education & Early Childhood Development (DEECD) governs Internet use by all users of DEECD network and/or equipment, including staff, students and volunteers working at CPS.

The Cheltenham Primary School Acceptable Use Policy does not replace the DEECD policy. It is a modified document for use with students, and includes guidelines, summary of Key Points and an Acceptable Use Agreement.

The Ultranet is a password protected online learning space for all Victorian Government school students. In this space your child will be able to use tools to communicate and collaborate with other students and be able to access learning activities both at school and at home. The Ultranet will be active at Cheltenham Primary School during 2011.

Responsibility

It is the responsibility of the:

- Principal to ensure all network users are aware of this policy.
- network users to abide by the policy.
- school to make all reasonable efforts to ensure unacceptable and/or inappropriate material cannot be accessed.

Evaluation

This policy will be reviewed as part of the school's review cycle or on a needs basis

This policy was last ratified by School Council

October 2010