



# DIGITAL LEARNING PROCEDURES

(Internet, Social Media and Digital Devices)

## Internet Procedures

These procedures comprise four sections - one for student use, one for staff use, one for Internet access details and one for the School web site. Students will be given a version of this in language suitable for them. All students are to be verbally advised of the requirements, and where appropriate, the reasoning behind them.

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**Section 4 - Internet Access Details**

### Section 1 - Students

#### Student Internet Access

1. All students will have access to Internet resources through the classroom workstations and the Library Resource Centre (Lab).
2. Students will have e-mail access only under direct teacher supervision, using student e-mail accounts. All e-mail to students is to be screened.
3. Children are to be supervised at all times when accessing the Internet.

#### Unacceptable Uses

**The following uses are considered unacceptable:**

##### **1. Personal Safety**

Students will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, etc.

##### **2. Illegal Activities**

Students will not attempt to gain unauthorised access to any other computer system through or go beyond the school authorised access account. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing"

### **3. System Security**

Students are not to download programs or files without seeking permission from the ITC Technician first.

### **4. Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on our school's website.

1. Students will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Students will not post information that could cause damage or a danger of disruption.
3. Students will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending the messages, you must stop.

### **5. Plagiarisms and Copyright Infringement**

Teachers need to be aware of copyright laws with regards to information on the World Wide Web. Teachers must enforce these laws with regard to student material taken from the web.

## **Section 2 - Staff**

### **Staff Internet Access**

1. All staff will have access to Internet resources through DET notebooks, classrooms computers, lab and the staffroom.
2. Staff is assigned an edumail account. The school edumail accounts are to be used for official correspondence only. Staff is to respect each other's privacy with regards to e-mail as they would any other form of correspondence.

### **Unacceptable Uses**

**The following uses are considered unacceptable:**

### **Illegal Activities**

Staff will not attempt to gain unauthorised access to any other computer system through or go beyond the school authorised access account. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing".

## **System Security**

**Staff are to seek advice when download programs or files from the ITC Technician.**

## **Inappropriate Language**

Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages. When acting in an official capacity on behalf of the school, or using the school e-mail accounts, the following points are to be noted.

1. Staff will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
2. Staff will not post information that could cause damage or a danger of disruption.
3. Staff will not engage in personal attacks, including prejudicial or discriminatory attacks.
4. Staff will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending those messages, you must stop.
5. Staff will not knowingly or recklessly post false or defamatory information about a person or organisation.

## **Respect for Privacy**

- a. Staff will not repost a message that was sent to you privately without permission from the person who sent you the message.
- b. Staff will not post private information about another person.

## **Plagiarism and Copyright Infringement**

Staff needs to be aware of copyright laws with regards to information on the World Wide Web. The same precautions are to be taken with information from the World Wide Web as those of print. When in doubt, contact the Webmaster of the site you seek information from.

## **Inappropriate Access to Material**

You will not use the school computers and DET notebooks to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research.

## **Due Process**

The school will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the school system.

## **Working with Children**

When working with children on the Internet, staff are to supervise children at all times. If children are observed to be accessing inappropriate materials, there are two courses of action.

1 - Where children deliberately access inappropriate material the Student is to be removed from computer and all computer privileges are **suspended for one week**. Subsequent offences will incur heavier penalties, to be decided by the school principal in conjunction with the ITC Technician.

2 - Where children inadvertently access inappropriate material the site is to be turned off immediately.

All incoming and outgoing e-mail written by students is to be screened by the teacher. Inappropriate mail is to be deleted/not sent. Staff members are to encourage responsible access at all times.

## **Section 3 - School Web Site**

### **Update of Site**

The website is updated regularly. Items to go on the website include children's best work, upcoming events, photos of events, area homepages, Domain areas, student samples, weekly newsletter, school documents including policies, staff information, excursion/incursion notices, Junior School Council reports, cultural information and other items deemed to be newsworthy. The Webmaster is responsible for updating the site - however, other staff are encouraged to contribute.

### **Student Work**

At the beginning of each year or enrolment during the year all parents and caregivers will be asked to give permission to use their child's work/photos on the school web site.

Before posting student work on the Internet, a check needs to be made by classroom teacher to ensure that the child's caregivers have given permission for work to be displayed.

## **Section 4 - Internet Access Details**

Our School currently has broadband Internet Support Services. The school also has its own domain – [wonthaggips.vic.edu.au](http://wonthaggips.vic.edu.au)

The school administration email is [wonthaggi.ps@edumail.vic.gov.au](mailto:wonthaggi.ps@edumail.vic.gov.au)  
Each year; it is the duty of the principal to assign new staff an edumail account.

## PROCEDURE REVIEW AND APPROVAL

<b>Procedures last reviewed</b>	2022
<b>Approved by</b>	Principal
<b>Next scheduled review date</b>	2024