Hillsmeade Primary School & the Internet 2020

Parents and Guardians,

In accordance with the Victorian Curriculum, learning at Hillsmeade Primary School will involve the use of digital technology, along with online content, video conferencing and email. The school is fully networked and has provided students with access to technology in classrooms and the Computer Lab. Our students will have access to up-to-date facilities and information, enabling them to develop the essential skills they require for efficient and appropriate use of digital technology, including accessing online content and conducting digital communication.

Of course, with this opportunity comes a responsibility for appropriate use of these amazing resources. We have all read about, heard about, or know of, material on the internet from which we need to protect our students. To this end, the internet access will be limited to the Educational Cache. This, in essence, screens schools and students from most undesirable parts of the internet and most inappropriate information while using the school network and wi-fi. Students are restricted to accessing selected educational material only, as determined by the Department of Education, Victoria.

However, the internet is a complex and ever-changing environment, and much of the responsibility for avoiding inappropriate material lies with the users, in our case, students. We also need to ensure that students are being positive ambassadors for Hillsmeade in their interactions with other internet users and when they publish material online.

Before using the internet, students will be made aware of our expectations and rules regarding acceptable use of the resource, including the World Wide Web, email and other facilities. As parents and guardians, we are providing you with this so that you can discuss it with the children in your care and ensure that you and your children are fully aware of the rules and the implications for breaking those rules.

You may wish to use our Acceptable Use Guidelines as a resource for controlling your own home internet access.

Along with this Acceptable Use Guide, we have included a Parent Declaration and a Student Declaration that must be signed before children will be allowed to have access to the school's online resources.

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I am sure that you will appreciate the fantastic opportunity the internet offers our students to access, research and share information. I am also sure you will appreciate the responsibility that falls upon all of us to ensure that our children are protected from inappropriate material. Please read the attached Acceptable Use Guide and the declarations as soon as possible. We urge you to discuss the guide with your child/ren so that they understand the importance of them acting responsibly.

If you have any queries or concerns regarding our guidelines, please do not hesitate to call.

Kind Regards,

Hardev Singh

Martine Ziino
Digital Technologies
Specialist Teacher

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Learning Technologies - Acceptable Use Guidelines

The use of learning technologies at Hillsmeade Primary School are underpinned by the following guidelines. These guidelines incorporate a variety of moral, legal and professional issues.
It is important that both students and staff develop the skills necessary to become responsible, reliable and respectful users of learning technologies. In order to assist this process the following is a set of guidelines for the safe and responsible use of all learning technologies.

1. **Acceptable Use of the Internet.**
   1.1. Students must always seek permission from a teacher and be under teacher supervision when accessing online resources.
   1.2. All staff will take responsibility for notifying the system administrator of any inappropriate material so that access can be removed.
   1.3. Students are not to look for, view or download inappropriate graphics, sounds or text files at any time. If students are unsure of what is appropriate and acceptable they must ask a teacher for assistance.
   1.4. Access rights will be revoked for any person accessing or failing to notify teachers of any inappropriate material.
   1.5. Downloading material from the internet requires permission from the teacher.
   1.6. If a student should accidentally access a site with inappropriate material on it they should immediately tell the teacher.
2. **Acceptable Use of School Managed Communication Platforms**
   2.1. All users must always use polite and considerate language when using email facilities and school managed communication platforms, such as Office 365 and Compass, to communicate.
   2.2. Appropriate email and communication software will be used throughout the school.
   2.3. Staff and students may be issued their own email , Microsoft Office 365 and/or Compass accounts.
   2.4. Individuals are not to access or use anyone else's email, O365 or Compass account at any time.
   2.5. Sending any personal information (full name, address, phone numbers etc.) via the school email system is strictly prohibited.
   2.6. If a student receives an email message that makes them feel uncomfortable, they are required to immediately tell the teacher or, if accessing the school managed account at home, their parent or guardian.
3. **Publishing Work Using Learning Technologies**
   3.1. Students should thoroughly check their work before attempting to publish it using learning technologies. This should include spelling, grammar, appropriateness of graphics, sounds, topic etc.
   3.2. Students and teachers must consider copyright laws at all times when copying any material for use in their work.

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3.3. If work is to be published online, permission must be gained from the owners of any material copied or used within their work.

3.4. Any student work deemed suitable for public viewing (e.g. via the internet, email projects) can only be published after the appropriate parent permission documents have been completed by the student's parents/guardians. The permission form is attached to this document.

3.5. Work published viewing or use only within the school setting does not require parental permission.

3.6. All material published by members of the school community must promote the school in a positive manner.

4. Copyright Programs and Music Files (Unauthorised)

4.1. Students and teachers must consider copyright laws at all times.

4.2. Students and staff are prohibited from downloading or distributing unauthorised copies of digital material.

5. Consequences for Disregard of the Acceptable Use Guidelines by Students

Students of Hillsmeade Primary School will be given every opportunity to utilise the extensive learning technologies available to them. They also have a responsibility to use learning technology sensible and maturely. Should a student fail to follow these guidelines, the following strategies and consequences will be put into place.

5.1. **First Offence:** Short term (one week) suspension from using **any** learning technologies within the school.

5.2. **Second Offence:** Long term (one month) suspension from using **any** learning technologies within the   school. A letter will be sent home and a meeting with parents/guardians will be required.

5.3. **Any Subsequent Offences:** Any subsequent offences will be dealt with under school-wide discipline procedures as outlined in the student code of conduct.

5.4. **Notes:**

- All offences should be reported to the Principal or Assistant Principal.
- Should a deliberate or particularly offensive act occur, step one may be bypassed.

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