



# FRESHWATER BAY PRIMARY SCHOOL

## STUDENT ONLINE POLICY

Freshwater Bay Primary School provides online services to students for learning-related activities and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities.

### Policy

Administration team is responsible for;

- Communicating the requirements of this policy to any staff involved with the provision of online services for learning related requirements
- Only granting access to Department online services after receiving signed parent permission to have an Online Services account and an Acceptable Use Agreement signed by the student
- Confirming that permission to publish work or images of students has been received and approving any material planned for publication on the internet or intranet has appropriate copyright and privacy clearances
- Issuing and maintaining student passwords in according with the Information Communication Technologies Security policy
- Confirming students have received education about the risks and their responsibilities accessing the Department's online services and associated online activities
- Confirming staff involved with learning related online services are kept up to date with the relative risks and educational benefits of online activities by their students
- Communicating to staff the steps to take and advice to give should students notify them of inappropriate or unwelcome online activity by a fellow student or member of the public
- Assessing the risk of Third Party Service Providers. This will involve;
  - *Identifying third party services which hold personal information for students*
  - *Confirming a risk assessment of the Third Party Service Provider has been undertaken by the Department and a Third Party Risk Report is available;*
  - *Implementing the appropriate notification or consent option for an individual or their parents as specified in the Risk Report*

Teachers are responsible for;

- Taking adequate steps to educate students about applying personal security protocols such as keeping passwords secure in an online environment
- Taking adequate steps to educate students of the risks associated with any online activities and how to adopt protective online behaviour to avoid exposure to inappropriate online materials or activities. This may include;
  - *Understanding their rights as a child for safety, respect and privacy;*
  - *Identifying behaviours online from adults or students which are inappropriate or unsafe;*
  - *Seeking help from people within their trusted adult network;*
  - *Knowing where to find support when they are being cyberbullied or receiving unwanted contact;*
  - *Using appropriate practices for the physical and logical storage and security of digital information such as not storing private information on public websites*
  - *Applying appropriate protocols when using ICT to safely create, communicate or share information such as posting to social media;*
  - *Never publishing or disclosing the email address of a staff member or student without that person's explicit permission; and*
  - *Taking care when revealing personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others*
- Providing appropriate supervision for students using online services for learning related activities on school sites
- Taking appropriate action where there is a breach of acceptable use and/or reporting this to administration
- Taking appropriate action and reporting to administration should students notify them of inappropriate or unwelcome online activity by a fellow student or member of the public
- Checking the risk of Third Party Service Providers with administration before utilising in the classroom

## **Procedures**

- When students enrol at Freshwater Bay Primary School parents will sign *Permission to have an Online Services Account* and *Permission to Publish Student Images and Work for School Purposes* before an account is created
- Administration will maintain a register of students unable to have their images published and distribute to staff at the beginning of each year
- At the beginning of each year students will sign and return an *Online Services Acceptable Use Agreement* before being able to access online services
- Administration will assess risk, check and maintain a register of Third Party Services utilised in the school and obtain parental consent as required
- Teachers will include a unit of work on cyber safety each year to ensure children adopt protective online behaviour to avoid exposure to inappropriate online materials or activities

# FRESHWATER BAY PRIMARY SCHOOL

## LETTER TO PARENTS



Dear parents/carers

Our school provides access to Department of Education online services. These enhance the contemporary learning opportunities available to students and the range of teaching tools available to staff to deliver the Western Australian Curriculum.

I am writing to seek approval for your child to be given access to these online services. The Department's online services currently provide students with access to:

- individual email and calendar accounts;
- the internet, with all reasonable care taken by central office and schools to monitor and control students' access to websites while at school;
- online teaching and learning services such as Connect, web-conferencing and digital resources;
- online file storage and sharing services; and
- these online services at locations other than school.

If you agree to your child using these online services, please sign the Acceptable Use Agreement form and complete the permission slip attached to this letter. Please explain the content of the Acceptable Use Agreement to your child before the permission slip is signed.

Both forms should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and internet access records are discoverable in the event of legal action and are subject to provisions of the Freedom of Information Act 1992. ([www.foi.wa.gov.au](http://www.foi.wa.gov.au))

You should also be aware that general internet browsing not conducted via the Department's network is not monitored or filtered by the Department. The Department encourages close family supervision of all internet use by children in locations other than school, and strongly recommends the use of appropriate internet filtering software. Advice on managing internet use at home can found on the Office of the E-Safety Commissioner website ([www.esafety.gov.au/parent](http://www.esafety.gov.au/parent)).

Yours sincerely

Asher Dragun  
Principal  
16<sup>th</sup> February 2022

# PERMISSION FOR STUDENTS TO HAVE AN ONLINE SERVICES ACCOUNT



Student's first name: \_\_\_\_\_

Student's last name: \_\_\_\_\_

## Parent /carer to complete

- I give permission for my child to have an online services account.
- I DO NOT give permission for my child to have an online services account.

I understand and agree that my child has responsibilities when using the online services provided at school for educational purposes, in accordance with the Acceptable Use Agreement for school students. I also understand that if my child breaks any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's Student Behaviour Policy and Procedures.

Name of parent: \_\_\_\_\_

Signature of parent: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: While every reasonable effort is made by schools and the Department of Education to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter internet content accessed by your child from home or from other locations away from the school. The Department recommends the use of appropriate internet filtering software at home.*

Office use only: Processed on: / / by (initials):  
Note: This agreement should be filed by the school.

# ONLINE SERVICES ACCEPTABLE USE AGREEMENT (K-YEAR 2)



I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or unsafe that I know I should not access or view at school.
- I will say where other people's pictures or words come from if I copy them from the internet.
- I will check with the teacher before giving information about myself or anyone else when using online services.
- I will take care when using the school's computer equipment.
- I will not use any online service to be mean, rude or unkind about other people.

I understand that if I use the internet or my online account in a way that I should not, then I may not be able to use these in the future.

Name of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Office use only: Processed on: / / by (initials):

Note: This agreement should be filed by the school and a copy kept by the student

# ONLINE SERVICES ACCEPTABLE USE AGREEMENT (YEARS 3-6)



I agree to follow the rules set out below when I use the Department-provided online services:

- I will keep my password private and not share with other students.
- I will not let other people logon and/or use my online account.
- I will tell the teacher if I think someone is using my online account.
- If I find any information that is inappropriate or makes me feel upset or confused I will tell a teacher about it. Some of these things may include violence, racism, pornography, or content that is offensive, intimidating or encourages dangerous or illegal things.
- I understand the school and the Department of Education can monitor my use of online services.
- I will use appropriate language in all internet communications.
- If I use other people's work taken from the internet as part of my own research and study, I will acknowledge them as the owner.
- I will check with the teacher before sharing images or giving information about myself or anyone else when using online services.
- I will take care of the computers, computer systems or computer networks of the school, the Department of Education, or any other organisation.

I understand that

- I am responsible for my actions while using online services and may be held responsible for any breaches caused if I allow any other person to use my online account;
- If I misuse any online services, I may be held liable, and the principal may take further action.

Name of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

Office use only: Processed on: / / by (initials):

Note: This agreement should be filed by the school and a copy kept by the student