

Students Online Policy

Policy Statement

The Department of Education (the Department) provides online services to students in public schools only for learning-related activities and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities.

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all.

Third Party Services Providers of Online Applications

Site Manager must assess the risk of the Third Party Service Provider. These services often require schools to provide personal information of student and/or parents.

Effective from January 2021, site managers will be required to:

- identify third party services which hold personal information for students;
- confirm a risk assessment of the Third Party Service Provider has been undertaken by the Department and a Third Party Service Risk Report is available; and
- implement the appropriate notification or consent option for an individual or their parent as specified in the Third Party Service Risk Report eg. Google Apps for Education, Seesaw, Studyladder, , Reading Eggs, Mathletics, and ClassDojo.

Student Misuse and Breach of Acceptable Use

Site Managers will take appropriate action in accordance with the Student Behaviour in Public Schools Policy and Procedures, Child Protection in Department of Education Sites Policy and Procedures and the school's Behaviour Management Plan where there is an alleged misuse of online services or breach of acceptable use.

Receiving Inappropriate Material from Students

Site Managers must communicate to teaching staff the steps to take and advice to give, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public.

Consent and Acceptable Use Agreements

Site Managers must confirm that every student has signed parental permission to have an Online Services account and Acceptable Use Agreement to access Department provided services.

Student Personal Security

Site Managers must confirm all staff involved with learning related online services have taken adequate steps to educate students about applying personal security protocols such as keeping passwords secure in an online environment.

Personal Information, Privacy and Confidentiality

Site Managers must confirm that staff have educated students of the risks associated with any online activities and how to adopt protective online behaviour to avoid exposure to inappropriate online material or activities.

Such behaviours could 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.*

Publishing Student Images and Information

Site Managers must:

- confirm that permission to publish work or images of students has been received; and
- approve any material planned for publication on the internet or intranets and confirm it has appropriate copyright and privacy clearance.

Identifying information that accompanies published student images on the internet should be limited. Only use photos of students in regular school uniform or day clothing when publishing on the school's intranet or internet.

YULUMA PRIMARY SCHOOL



Dear parents and 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.

This form 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)

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/iparent).

Yours sincerely

Janine Moses
Principal

14/02/2020

Online Services Acceptable Use agreement (K-Year 2)



Student's first name: _____

Student's last name: _____

Year _____ Room: _____

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.

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.

Signature of parent/carer: _____ 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.

Online Services Acceptable Use agreement (Years 3-6)



Student's first name: _____

Student's last name: _____

Year : _____ Room: _____

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.

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.

Signature of parent/carer _____ 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.

APPENDIX B: Permission to Publish Student Image

Consent Form

At **Yuluma Primary School** we aim to offer your child the widest range of learning opportunities and celebrate learning whenever possible. This may often require some form of parental consent. This form asks you to consent (or otherwise) to your child's participation / use / access to several aspects of the school program. At all times we make the very best efforts to exercise exemplary standards in respect of duty of care.

MEDIA CONSENT

Children's images and/or their work are often published to recognise excellence or effort and may appear in newspapers, on the internet, in newsletters or on film or video. Their names may also be included but no contact details are provided. Work/images captured by the school will be kept for no longer than is necessary for the purposes outlined above and will be stored and disposed of securely.

Yes, I give consent to my child to have his/her image and/or work published as described above.

No, I do not give consent.

In addition, see Appendix F of the [Student's online policy](#).

INTERNET ACCESS

Student access to the internet is provided in accordance with the school policy (available from the office or school website). Student access is contingent on abiding by the users' Code of Conduct.

Yes, my child has permission to access the internet in accordance with school policy.

No, I do not give consent.

In addition, see the School's policy and the [Student's online policy](#).

VIEWING CONSENT

Children often watch videos / DVDs / television documentaries as part of their learning. Almost always these are 'G' rated and don't require consent. Very occasionally something with a 'PG' rating is appropriate for which we would need parental permission.

Yes, I consent to my child viewing items with a 'PG' rating if deemed suitable by the teacher and school administration.

No, I do not give consent.

LOCAL EXCURSIONS

Children occasionally walk within the local area for minor excursions under the supervision of the teacher and attend activities in local parks, nature reserves, another school, city council library or shopping centre. On all occasions, parents will be notified of the local excursion.

Yes, I consent to my child participating in teacher supervised local excursions which may involve short walks to and from the school.

No, I do not give consent.

YPS also has the newsletter accessible on our Website www.yulumaps.wa.edu.au

Name of student: _____ Year/Room: _____

Name of person signing the consent form:

Title: ___ First Name: _____ Surname: _____

Please indicate relationship to the student (e.g. parent/guardian): _____

Signed _____ Dated: _____