Beaumaris Primary School believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students are expected to do the right thing by themselves and others online, particularly when no one is watching.

The Ultranet, internet and digital technologies are used as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home.

Some online activities are illegal and as such will be reported to police.

Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

In order to help protect students from inappropriate content, Beaumaris Primary School:
- has policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet;
- provides a filtered internet service;
- provides access to the Department of Education and Early Childhood Development's search engine Connect and Edulist (which directs students to websites that have been teacher recommended and reviewed);
- provides supervision and direction in online activities and when using digital technologies for learning;
- supports students in developing digital literacy skills;
- has a cybersafety program at the school which is reinforced across the school;
- uses mobile technologies for educational purposes (e.g. podcasts or photos from excursions);
- provides ongoing information to parents/carers to support the safe and responsible behaviour of students; and
- works with students to outline and reinforce the expected behaviours in the Ultranet*.

* 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.
GUIDELINES

General Use
- Use of the Ultranet and Internet will be for purposes directly related to school studies.
- Students should not be involved in using chatlines, or any web-based mail programs, except supervised collaborative global projects and DEECD approved forums.
- Accessing the Internet during class sessions is at the discretion of the class teacher.
- Downloading of documents is not permitted without the consent of the class teacher or Information Technology Coordinator.
- The downloading of programs is not permitted.
- Students must not engage in activities online that suggest that they are authorised by the school, such as setting up official Facebook pages relating to the school.
- The school does not guarantee that the contents of a web page will be valid.
- The school cannot be held responsible for any legal or financial liabilities as a result of student misuse of the Internet.

Class Use
- The Internet may be used at all levels as a learning tool, under teacher supervision.
- Students across all levels from Prep to Year 6 will use the Ultranet as a learning tool.
- Students are not to post any personal contact information about themselves or others, such as address, age, phone number, etc.
- Printing of web pages, or parts thereof, will only be permitted on approval by the class teacher or Information Technology Coordinator.
- Students are not to plagiarise works they find on the Internet. (Plagiarism is defined as taking the ideas or writing of others and presenting them as if they were your own)
- Students are expected to use appropriate behavior in relation to internet usage. Cyber bullying is strictly prohibited. (Cyber bullying is defined when someone is tormented, threatened, harassed, humiliated, embarrassed, or otherwise targeted by another internet, digital and mobile technology user)
- When using the Internet as a research tool, students are expected to note the following information for their bibliography: internet address, author, date.

Violations
Violations of the school's Acceptable Use Agreement for Ultranet, internet and digital technologies will result in the loss of Internet access rights for a period of time determined by the school and may result in further disciplinary actions being taken by the school.

This Acceptable Use Agreement also applies during school excursions, camps and extra-curricula activities.
When I use the Internet, I have responsibilities and rules to follow. I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password;
- be respectful in how I talk to and work with others online and never write or participate in online bullying;
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student;
- not bring or download unauthorised programs, including games, to the school or run them on school computers;
- not go looking for rude or offensive sites;
- use the Internet at school to help me to learn;
- remember that the content on the web is someone’s property and ask my teacher to help me get permission if I want to use information or pictures;
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help answer any questions (I should not copy and paste the information as my answer); and
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the Internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and/or my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet at school if I do not act responsibly.

Student Signature:_________________________________________

Student Name:_______________________________________________

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the scenarios, potential problems and responsible use of the Internet with him/her as outlined in the Internet use kit. I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia’s Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature:_________________________________________

Date:_________________________________________
For Parents: Bridging the gap between home and school

At school the Internet is mostly used to support teaching and learning. At home, however, it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The Internet can be lots of fun.

If you have the Internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work.

At home we recommend you:
- make some time to sit with your child to find out how they are using the Internet and who else is involved in any online activities
- have the computer with Internet access in a shared place in the house – not your child’s bedroom
- ask questions when your child shows you what they are doing, such as:
  - how does it work and how do you set it up?
  - who is else is sharing this space or game - did you know them before or “meet” them online?)
  - why is this so enjoyable – what makes it fun?
  - can you see any risks or dangers in the activity - what would you say to warn/inform a younger child?
  - what are you doing to protect yourself or your friends from these potential dangers?
  - when would you inform an adult about an incident that has happened online that concerns you? Discuss why your child might keep it to themselves.

Statistics show that students will not approach an adult for help because:
- they might get the blame for any incident
- they don’t think adults “get” their online stuff – it is for students only
- they might put at risk their own access to technology by either:
  - admitting to a mistake or
  - highlighting a situation that might lead a parent to ban their access.

What has your child agreed to and why?

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.

Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Myspace, blogs etc.

We recommend they:
- don’t use their own name, but develop an online name and use avatars.
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password.
- don’t allow anyone they don’t know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

Being respectful online and not participating in online bullying

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face.
- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.

By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as “free”. Just looking at a page on the Internet is a download and is charged somewhere.
Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers
The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the school's equipment and student work at risk.

Not go looking for rude or offensive sites.
Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student's Internet access will be reviewed.

Using the Internet at school to learn.
It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the Internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

Remembering the content on the web as someone else's property and asking teacher to help get permission before using information or pictures
All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.
By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.
Not everything on the Internet is true, accurate or unbiased.
The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet.
Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, saying to a student “Tell me about wombats” might encourage him/her to copy and paste facts about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if:
- I need help online
- I am not sure what I should be doing on the Internet
- I come across sites which are not suitable for our school
- someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and/or parent when they are feeling uncomfortable or threatened online.
If you have any concerns about this agreement or Internet Safety in general contact either the school or the contact below

NetAlert is Australia's Internet safety advisory body for internet safety issues/concerns contact them on 1800 880 176 or visit http://www.netalert.gov.au/