

## Hamlyn Views School

# Digital and Online Learning (Internet) Policy and Acceptable Use Agreement

### 1. PURPOSE

At Hamlyn Views School we support the right of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This policy and agreement outlines the school's roles and responsibilities in supporting safe access to the internet and digital learning, as well as the expected behaviours we have of our students when using digital or online spaces.

### 2. AIMS

- a. To provide staff and students access to the internet, digital devices, a range of software and Apps, online information and electronic communication in a safe and non-threatening environment.
- b. To ensure staff and students are aware of, and comply with the 'Acceptable Use Policy for the Department of Education and Training (DET) Information and Communication Technology Resources' when accessing any form of digital technology.
- c. To provide relevant cyber-safety information and programs to the school community that promote the practices of eSmart Schools.
- d. To create a learning environment that reflects the values of the eSmart School's Framework - *smart, safe and responsible*.

### 3. IMPLEMENTATION

At Hamlyn Views School we:

- a. Have a 'Student Engagement and Inclusion Policy' and 'Prevention of Bullying Policy' that outline our school's values and expectations of student behavior.
- b. Provide programs to educate our students to be smart, safe and responsible users of digital technologies.
- c. Educate students about digital issues such as online privacy, intellectual property and copyright.
- d. Supervise and support students using digital technologies in the classroom.
- e. Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities and removing offensive content at earliest opportunity.
- f. Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed.

HVS has zero tolerance for any form of child abuse

- g. Use online sites and digital tools that support students' learning.
- h. Address issues or incidents that have the potential to impact on student wellbeing.
- i. Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation.
- j. Provide professional development to ensure staff are confident, capable and safe users of digital technologies.
- k. Access a DET Technician to maintain the school network and provide specialist support.
- l. Use the expertise of therapists to recommend access options and specific purpose designed teaching aids for students.
- m. Provide and explain the contents of an 'Acceptable Use Agreement' (Licence) and encourage these to be signed by all secondary age students, younger students as appropriate, with the support of their parents/guardians.
- n. Ensure students are aware of the consequences of incidents of cyber-bullying.
- o. We like to celebrate the successes of our students however to respect the privacy of classmates we request parents/carers do not share class photographs on social media sites without seeking the direct permission of the children's parents.

#### 4. REFERENCES

- a. 'Acceptable Use Policy for DET ICT Resources' [www.education.vic.gov.au/aup](http://www.education.vic.gov.au/aup)
- b. HVS 'Engagement and Inclusion', 'Duty of Care' and 'Prevention of Bullying' Policies
- c. Bullystoppers  
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/default.aspx>
- d. Office of the Children's eSafety Commissioner  
<https://www.esafety.gov.au/education-resources>

#### 5. EVALUATION

This policy will be reviewed as part of the school's four yearly review cycle.

<p><b>This DRAFT Policy was ratified in 2018.</b> <b>Date for next review: 2022</b></p>
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## Hamlyn Views School

# STUDENT ACCEPTABLE USE AGREEMENT

### Smart, Safe and Responsible Behaviour

When I use digital technologies I **am respectful** by:

- writing a post in a polite and respectful way
- being kind to my friends and classmates online
- not sending mean or bullying messages or passing them onto other people
- making up my own work, and if I copy from the internet share the link of that website
- not eating or drinking near any computer or digital device
- caring for equipment

When I use digital technologies I **look after my own information** by:

- looking after my passwords and not sharing them with anyone except my parents
- also looking after my friends' information
- only joining spaces if my parents or teachers say it's okay
- never answering questions about myself online
- not posting 3 or more pieces of information about myself.

When I use digital technologies I **respect myself and others** by:

- stopping and thinking about what I post or share online
- only using suitable spaces or sites and if I'm not sure ask a trusted adult for help
- looking after my friends' own information
- telling a trusted adult if I see something that upsets me or if I need help
- telling a trusted adult if someone is unkind or if someone else is upset or scared
- not searching for something rude or violent
- closing off the screen if I don't like what I see and tell a trusted adult
- being careful with equipment.

At school I have:

- discussed ways to be a smart, safe, responsible user of digital technologies
- given my ideas around ways that I can be a smart, safe and responsible user of digital technologies.

If I break the school rules using digital technologies, consequences may include:

- losing access to the internet
- parent/guardians contacted
- payment for any damage
- suspension or an inquiry by the police

## My ideas on smart, safe and responsible behaviour

When I use digital technologies I **am respectful**. This means I:

(write or draw...)

When I use digital technologies I **look after my own information**. This means I:

(write or draw...)

When I use digital technologies I **respect myself and others**. This means I:

(write or draw...)

# Student licence

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(Principal or Teacher)

**Accepts**

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(Student)

**will be a smart, safe and responsible  
user of digital technologies.**

HVS has zero tolerance for any form of child abuse

- ✓ I will continue to learn to use digital technologies correctly.
- ✓ I will ask a trusted adult for help if I am unsure or feel unsafe.

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Student's signature

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Teacher/Principal's signature

Date

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