

Students Online in Public Schools Policy

Eglinton Beach Primary School provides online services to students only for learning related activities and makes every reasonable effort to educate and protect students from exposure to inappropriate online material and activities.

Policy Guidelines

The Principal will:

- Communicate the requirements of this policy and procedures to any staff involved with the provision of online services for learning related activities.
- Only grant access to Department online services after receiving an *Online Third Party Services Agreement* and an *Online Services Acceptable Use Agreement* signed by the student and parent.
- Issue and maintain student passwords in accordance with the *Information Communication Technologies Security Policy*.
- Confirm students have received education about the risks and their responsibilities accessing the Department's online services and associated online activities.
- Provide appropriate supervision for students using online services for learning related activities on school sites.
- Take appropriate action in accordance with the *Behaviour Support Guidelines* where there is a breach of acceptable use.
- Apply the requirements of this policy and procedures when using Third Party Service Providers.
- Only publish student images and work samples where permission has been received.

Procedures

1.1 Consent and acceptable use agreements

Every student has signed parental permission to have an Online Service account and Acceptable Use Agreement to access Department provided services.

1.2 Student personal security

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.

1.3 Responsible online practice

Staff involved with learning related online services are kept up to date with the relative risks and educational benefits of online activity by their students.

1.3.1 Personal information, privacy, and confidentiality

Staff have educated students of the risks associated with online activities and how to adopt protective online behaviour to avoid exposure to inappropriate online content and activities.

Such behaviours 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 if 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 the person's explicit permission.
- Taking care when revealing personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

1.3.2 Permission

Permission to publish work or images of students has been received and any material planned for publication on the internet or intranet has been approved with appropriate copyright and privacy clearance.

1.4 Risk Assessment

A risk assessment has been completed of online third party service providers and the third party service meets a genuine teaching and learning, administration or communication need.

Therefore;

- Third party services which hold personal information of students have been identified.
- The Third Party Services Catalogue has been checked for appropriate online services. The risk assessment of the Third Party Service Provider has been reviewed and online third party services are managed.
- The appropriate notification or consents have been completed.
- Annually parental notification/consent processes are completed for specific online usage.
- An annual parental notification/consent process with provisions to opt-out from specific applications is in place.

1.5 Student misuse and breach of acceptable use

Appropriate action is taken 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 Online Services Acceptable Use Agreement when there is an alleged misuse of online services or breach of acceptable use.

1.5.1 Receiving inappropriate material from students

The Principal will communicate to 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.