

Online Acceptable Use Policy

29 April 2019



**VIRTUAL
SCHOOL VICTORIA**

Purpose

At Virtual School Victoria (VSV) we support the rights of all members of the school community to be provided with and engage in a safe, inclusive and supportive learning environment. This extends to the use of digital tools and online communities and is underpinned by our expectation of safe and responsible behaviour of all members of the school community. The VSV uses the online environment, which includes but is not limited to the Internet, as a teaching and learning tool. We see the online environment and other digital media as valuable resources and acknowledge they must be used responsibly.

Rationale

To provide clear and concise policy on acceptable use of the online environment. This policy will cover both the VSV LMS and the general use of the internet while at VSV.

Implementation

At VSV we:

- have a Safe and Inclusive Virtual Learning Environment Policy, Student Wellbeing Policy and a Bullying Prevention Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.
- educate our students to be safe and responsible users of digital technologies.
- raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- supervise and support students when using digital technologies within the classroom and establish clear protocols and procedures when working in online spaces including reviewing and considering the safety and appropriateness of online tools and communities.
 - [Bullystoppers Duty of Care and Supervision](#)
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- respond to issues or incidents that have the potential to impact on the wellbeing of our students including those reported through online services.
- know that some online activities are illegal and as such we are required to report this to the appropriate authority.
- support parents/carers to understand safe and responsible use of digital technologies, potential issues and the strategies that they can implement at home to support their child; providing this Online Acceptable Use Policy and Acceptable Use Declaration and current information from both the Department of Education and Training and Cybersmart:
 - [Bullystoppers Parent Interactive Learning Modules](#)
 - [Parents Cybersafety guide](#)

Inclusions

Acceptable Use Declaration	Primary
Acceptable Use Agreement	Upper Primary and Secondary

Acceptable Use Agreement (Primary)

When I use digital technologies, the Learning Management System (*VSVOnline*) and the internet I communicate respectfully by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent/carer
- only ever join spaces with my parent's/carer's or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I respect myself and others by thinking about what I share online. This means I:

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

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

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Acceptable Use Agreement (Secondary)

When I use digital technologies, the Learning Management System (*VSVOnline*) and the internet I agree to be a safe, responsible and ethical user at all times by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours)
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent
- contacting a teacher or a trusted adult if I personally feel uncomfortable or unsafe online
- contacting a teacher or a trusted adult if I see others participating in unsafe, inappropriate or hurtful online behaviours
- contacting a teacher or a trusted adult if someone writes something I don't like, makes me and/or my friends feel uncomfortable or requests information from me I know is private
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people may think of me
- investigating the terms and conditions of use of the websites I sign up to as part of the learning program (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult
- confirming that I meet the stated terms and conditions and completing the required registration processes
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary
- not downloading unauthorised programs, including games while using the school's ICT equipment
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student, parent/carer, school staff member
- not reveal my password to anyone including teachers or administrators at the school
- use social networking sites for education purposes and directed by the school
- not deliberately enter or remain in any site that has obscene language or offensive content

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times by:

- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved learning program
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

Policy – Identification and Recording

Policy Information

Policy Name:	Online Acceptable Use Policy
Policy Number:	
Current Version:	2.0 – 27.03.19
Online Acceptable Use	Online Acceptable Use
Scope:	Whole School
Policy Owner:	Advisory Board
Policy Author:	Matt Aumann, ICT Manager
Related policies and legislation:	Student Support and Wellbeing Bully & Harassment Prevention Online Terms of Use Declaration Devices
Internal procedures guided by this policy:	ICT use in the online environment

Revision History

Revision Date:	Status: (Draft/Final)	Summary of Changes	Prepared/Approved By:	Revision #
09.08.16	Draft	Revision	Matt Aumann	1.0
27.03.19	Final	Revision	Matt Aumann	2.0

Distribution: VSV students, parents/carers and staff



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