



DIGITAL CITIZENSHIP POLICY AND USE AGREEMENT FOR COOGEE PUBLIC SCHOOL

The Internet, and Information and Communication Technologies (ICT) play an increasingly important role in children's learning, and in the administration of Coogee Public School.

The DIGITAL CITIZENSHIP COMMITTEE of COOGEE PUBLIC SCHOOL endeavours to meet its responsibilities for the physical and emotional safety of the children attending the school, and its responsibilities to employees and/or other personnel assisting in the running of the school. This includes the need to establish and maintain the DIGITAL CITIZENSHIP of the school environment.

This policy and the accompanying use agreement have been developed as part of the COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP program, and are designed to:

- educate staff, students, parents and community members about DIGITAL CITIZENSHIP issues
- provide guidance regarding the safe and responsible use of ICT at COOGEE PUBLIC SCHOOL
- inform staff, students, parents and community members of their obligations and responsibilities with regards to the safe and responsible use of ICT in accordance with the COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP policy
- outline the nature of possible consequences associated with breaches of the COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP policy which may undermine the safety of the school's environment.

The document is comprised of this cover page and two sections:

1. COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP Policy (to be retained by the person being asked to sign this document)
2. DIGITAL CITIZENSHIP Use Agreement for SCHOOL PERSONNEL

Important terms used in this document:

- (a) The abbreviation '**ICT**' in this document refers to the term 'Information and Communication Technologies'.
- (b) '**Cybersafety**' refers to the safe and responsible use of the Internet and ICT equipment/devices, including mobile phones.
- (c) '**School ICT**' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below.
- (d) The term '**ICT equipment/devices**' used in this document, includes but is not limited to, computers (such as desktops, laptops, PDAs), video game consoles, storage devices (such as USB and flash memory devices, CDs, DVDs, floppy disks, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies as they come in to use
- (e) '**Objectionable**' in this context means the definition used in the Films, Videos and Publications Classification Act 1993. All objectionable material is illegal, and can include such material as images of child sexual abuse, extreme violence, and extreme cruelty.

Some material such as pornography (of a type similar to that which can be legally purchased from video or magazine outlets), may be classified as '**restricted**'. Although the material itself may not be illegal, it is **illegal** to supply restricted material to people under a certain age.



COOGEE PUBLIC SCHOOL - DIGITAL CITIZENSHIP POLICY RATIONALE

1) The DIGITAL CITIZENSHIP COMMITTEE of COOGEE PUBLIC SCHOOL acknowledges that:

- a) the Internet, and Information and Communication Technologies (ICT) play an increasingly important role in the learning of students in the education sector, and in the administration of educational services
 - b) The establishment and implementation of a DIGITAL CITIZENSHIP policy and DIGITAL CITIZENSHIP use agreements for STUDENTS, AND PARENTS & CAREGIVERS:
 - i) contributes to the provision of a safe learning environment which fosters children's emotional, physical and social development as described in the Education (Early Childhood schools) Regulations 1998
 - ii) contributes to the maintenance of a safe work environment and a safe environment for visitors under the Health and Safety in Employment Act 1992
 - iii) assists COOGEE PUBLIC SCHOOL to meet its obligations to deliver curriculum which promotes the health of children, nurtures children's well-being, and keeps children safe from harm.
- 2) The policy document and related use agreements are not intended to be exhaustive documents containing all relevant rights and obligations that may exist in legislation to regulate use, storage and dissemination of information.

OBJECTIVES

This policy will assist COOGEE PUBLIC SCHOOL to:

- a) meet its legal obligations as outlined in the previous section
- b) provide guidance to SCHOOL PERSONNEL, PARENTS/CAREGIVERS, and visitors regarding the safe and responsible use of ICT at COOGEE PUBLIC SCHOOL or at COOGEE PUBLIC SCHOOL
- c) educate members of the COOGEE PUBLIC SCHOOL community regarding the safe and responsible use of ICT.

DEFINITION OF DIGITAL CITIZENSHIP

The DIGITAL CITIZENSHIP COMMITTEE uses the following definition of DIGITAL CITIZENSHIP at the school:

- a) safe and responsible operation/use, at any time, on or off the school related activities site, and by any person, of the school's Internet facilities, network, and associated ICT equipment/devices, such as computers and laptops, digital cameras, mobile phones,
- b) and other devices noted on the cover of this document

the safe and responsible use by anyone, of any privately-owned ICT

equipment/devices on the school site, or at a school-related activity.



Note that examples of a 'school-related activity' include, but are not limited to, a field trip, camp, sporting or cultural event, wherever its location.

DIGITAL CITIZENSHIP PRACTICES AT COOGEE PUBLIC SCHOOL

1) The COOGEE PUBLIC SCHOOL programme of DIGITAL CITIZENSHIP

The DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE requires that the ASSISTANT PRINCIPAL put in place a DIGITAL CITIZENSHIP programme. This programme should include:

- a) This DIGITAL CITIZENSHIP policy, and comprehensive use agreements for STUDENTS, and PARENTS/CAREGIVERS
- b) security systems which represent good practice including;
 - i) updated anti-virus software
 - ii) updated firewall software or hardware
 - iii) updated anti-spyware software
 - iv) regularly patched operating systems
 - v) secure storage of ICT equipment/devices
- c) DIGITAL CITIZENSHIP education for educators and other personnel, children, and for the school's community (e.g. educational pamphlets, digital citizenship training modules and an overall digital citizenship program for the whole school community)

2) Permitted use

Use of the COOGEE PUBLIC SCHOOL computer network, Internet access facilities, computers and other school-owned ICT equipment/devices (including mobile phones) on or off the school site, is restricted to:

- a) SCHOOL PERSONNEL who have signed a DIGITAL CITIZENSHIP use agreement
- b) STUDENTS who have signed a DIGITAL CITIZENSHIP use agreement
- c) PARENTS/CAREGIVERS of enrolled children, and/or other visitors who have signed the appropriate COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP use agreement
- d) Persons contracted to carry out work at the school and at the discretion of the ASSISTANT PRINCIPAL such as trades people or technicians
- e) school-related activities
- f) personal usage by SCHOOL PERSONNEL (such as professional development) which is appropriate to the school learning environment and is of a reasonable amount.

3) Parents/caregivers consent for children to use ICT

The enrolment procedure clearly indicates that by enrolling their child, parents and caregivers agree to their child using or being involved with the use of ICT as part of the learning environment.

4) Privately-owned/leased ICT equipment/devices

Use of privately-owned ICT equipment/devices (including mobile phones) at the school or any school-related activity is restricted to activities which are appropriate to the school learning environment. This includes storage of any images or material on such devices.



5) **Appropriateness of use and content to COOGEE PUBLIC SCHOOL learning environment**

The ASSISTANT PRINCIPAL will provide guidelines as to what is considered appropriate to the school learning environment, including the taking of photographs or video.

6) **User accounts and passwords**

Access to the school's computer network, computers, and Internet access facilities, requires a password protected personal user account.

It is important that passwords are strong. It is recommended that a password:

- a) uses a combination of upper and lower case letters, numbers and other characters
- b) is a minimum of 8 characters in length
- c) is changed regularly.

7) **Filtering and monitoring**

a) The school may utilise filtering and/or monitoring software where appropriate, to restrict access to certain websites and data, including email

b) The school reserves the right to monitor, access, and review all use of school-owned ICT equipment/devices. This includes personal emails sent and received using the school's computers and/or network facilities, either during or outside school hours.

8) **Ownership of electronic files or data**

Any electronic data or files created or modified for the purpose of completing work on behalf of COOGEE PUBLIC SCHOOL on any ICT, regardless of who owns the ICT, are the property of COOGEE PUBLIC SCHOOL.

9) **Auditing**

a) The DIGITAL CITIZENSHIP COMMITTEE/SEE/COMMITTEE may from time to time, at its discretion, conduct an audit of its computer network, Internet access facilities, computers and other school ICT equipment/devices.

- b) Conducting an audit does not give any representative of COOGEE PUBLIC SCHOOL the right to enter the home of SCHOOL PERSONNEL, nor the right to seize or search any ICT equipment/devices belonging to that person.

10) **Performing work-related duties at home using privately-owned equipment/devices**

Where it is necessary for SCHOOL PERSONNEL or PARENTS/CAREGIVERS to regularly perform school-related duties (e.g. school accounts or official correspondence) on privately-owned ICT equipment/devices at home, this work should be authorised by the DIGITAL CITIZENSHIP COMMITTEE/SEE/COMMITTEE.

11) **Inappropriate activities/material**

a) COOGEE PUBLIC SCHOOL will take all reasonable steps to filter or screen all material accessed using the school's network or Internet access facilities. However when using a global information system such as the Internet, it may not always be possible for the school to restrict access to all such material. This may include material which is inappropriate.



Coogee Public School

in the school learning environment, dangerous, or objectionable as defined in the Films, Videos and Publications Classification Act 1993.

b) While using the COOGEE PUBLIC SCHOOL network, Internet access facilities or ICT equipment/devices, or using any privately-owned ICT equipment/devices at the school or at any school-related activity, no person may:

i) initiate access to, or have involvement with, inappropriate, dangerous, illegal or objectionable material or activities

ii) save or distribute such material by copying, storing or printing

c) Accidental access to inappropriate material:

By parents, caregivers or other visitors.

In the event of accidental access to any inappropriate material by a **PARENT/CAREGIVER**, or other visitor, a member of the **SCHOOL PERSONNEL** should be consulted.

Where the material is clearly of a more serious nature, or appears to be illegal, users should:

1. remove the material from view (by closing or minimising the window, turning off the monitor, or shutting down the device)
2. report the incident immediately to a member of **SCHOOL PERSONNEL**.

By **SCHOOL PERSONNEL**

In the event of accidental access of inappropriate material at the lower range of seriousness (e.g.Spam), **SCHOOL PERSONNEL** should delete the material.

If the nature of such material is somewhat more serious, (e.g. spam containing inappropriate but not illegal images), delete it and also log the incident in the ICT Incident Book*. If uncertain as to the seriousness of the incident, the school management should be consulted. When in doubt, log the incident.

In the event of accidental access of inappropriate material clearly of a much more serious nature, or of material which appears to be illegal, users should:

1. remove the material from view (by closing or minimising the window, or turning off the monitor)
2. report the incident immediately to school management who will take such further action as may be required under this policy.

* The ICT Incident Book is to be kept by the **DEPUTY PRINCIPALS**. The **DPs** will then launch an incident response process.

12) **Unauthorised software or hardware**

Authorisation from School Executive must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any COOGEE PUBLIC SCHOOL ICT equipment/devices. This includes use of such technologies as Bluetooth, infrared, and wireless, and any similar technologies which have been, or may be developed. Any user seeking authorisation should speak with the **DEPUTY PRINCIPALS**.

13) **Children's use of the Internet and email.**

a) Children will be actively supervised by **SCHOOL PERSONNEL**, or by someone who has signed an **COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP** use agreement when accessing the Internet on the school's site or at any school-related activity

b) Children may create and/or send email only under the active supervision of **SCHOOL PERSONNEL**.



c) Children's username and password to school provided email addresses will be shared with their parents and caregivers with the expectation that parents and caregivers will monitor their child's emails from time to time.

14) Confidentiality and privacy

a) The principles of confidentiality and privacy extend to accessing or inadvertently viewing information about personnel, or children and their families, which is stored on the school's network or any device

b) Privacy laws are such that SCHOOL PERSONNEL should seek advice from school management regarding matters such as the collection and/or display/publication of images (such as personal images of children or adults), as well as text (such as children's personal writing)

c) Deputy of Education guidelines should be followed regarding issues of privacy, safety and copyright associated with the online publication of children's personal details or work.

15) Posting material

a) All material submitted for publication on the school Internet/Intranet site should be appropriate to the school's learning environment

b) Such material can be posted only by those given the authority to do so by the school management

c) The school management should be consulted regarding links to appropriate websites being placed on the school's Internet/Intranet (or browser homepages) to provide quick access to particular sites

d) Involvement as a representative of COOGEE PUBLIC SCHOOL with any non-school website must be with the approval of the school management.

16) DIGITAL CITIZENSHIP training

Where personnel who supervise children's use of ICT indicate they require additional training/professional development in order to safely carry out their duties, the ASSISTANT PRINCIPAL will consult with agencies which provide such training.

17) Breaches of this policy

a) Breaches of this policy can undermine the values of the school and the safety of the learning environment

b) Any breach which is deemed harmful to the safety of the school (for example, involvement with inappropriate material, or the use of ICT to facilitate anti-social behaviour such as harassment), may constitute serious misconduct. The school will respond to any breach of the use agreement in an appropriate manner, taking into account all relevant factors, including any enrolment agreement, and any contractual and/or statutory obligations

c) If there is a suspected breach of this policy involving privately-owned ICT on the school site or at a school-related activity, the matter may be investigated by the school. The school may request permission to audit that equipment/device(s)

d) If an incident is being investigated in which use of school ICT by any person who does not have a signed use agreement with the school includes some level of involvement by SCHOOL PERSONNEL, the extent of the SCHOOL PERSONNEL responsibility will be



assessed by the ASSISTANT PRINCIPAL and/or DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE

- e) Any breach concerning involvement with material which is deemed 'age-restricted', or 'objectionable' under the Films, Videos and Publications Classification Act 1993, is a very serious matter. In such situations, it may be necessary to involve law enforcement agencies in addition to any response made by the school as a result of its investigation
- f) The ASSISTANT PRINCIPAL is required to immediately report to the DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE any serious DIGITAL CITIZENSHIP incident or issue arising from the situations detailed in (e).

18) Reporting to DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE

The ASSISTANT PRINCIPAL is required to make regular reports to the DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE. Included in these reports should be the DIGITAL CITIZENSHIP measures that COOGEE PUBLIC SCHOOL has in place, any professional development requirements, and any issues or incidents which have arisen since the previous report and did not require immediate reporting at the time, and any recommendations.

19) Policy review

The DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE will review this policy annually.

Signed:

Date:

Role (e.g. DIGITAL CITIZENSHIP COMMITTEE see/Committee Chair): Date for review:

DIGITAL CITIZENSHIP Use Agreement for SCHOOL PERSONNEL Rules and Responsibilities

- 1) Use of the coogee PUBLIC SCHOOL computer network, Internet access facilities, computers and other school-owned ICT equipment/devices (including mobile phones) on or off the school site, is restricted to:
 - a) SCHOOL PERSONNEL who have signed a DIGITAL CITIZENSHIP use agreement
 - b) enrolled children whose PARENTS/CAREGIVERS have signed a DIGITAL CITIZENSHIP use agreement
 - c) [PARENTS/CAREGIVERS] of enrolled children, and/or other visitors who have signed a DIGITAL CITIZENSHIP use agreement
 - d) Persons contracted to carry out work at the school and at the discretion of the Assistant Principal such as trades people or technicians
 - e) school-related activities
 - f) personal usage by SCHOOL PERSONNEL which is appropriate to the school learning environment and of a reasonable amount.
- 2) Use of privately-owned ICT equipment/devices (including mobile phones) at the school or any school-related activity is restricted to activities which are appropriate to the school



learning environment. This rule includes any stored images or material brought to the school or any school-related activity, on any device.

- 3) Any SCHOOL PERSONNEL who have a signed use agreement with the school, and who allow another person (with the exception of a contractor) who does not have a signed use agreement with the school to use school ICT, are responsible for that use.
- 4) When using school ICT at any time, or privately-owned ICT at the school or at any school-related activity, users must not:
- initiate access to, or have involvement with, inappropriate or illegal material or activities
 - save or distribute such material by copying, storing or printing.

In the event of accidental access of inappropriate material at the lower range of seriousness (e.g.Spam), [SCHOOL PERSONNEL] should delete the material.

If the nature of such material is somewhat more serious, (e.g. spam containing inappropriate but not illegal images), delete it and also log the incident in the ICT Incident Book. If uncertain as to the seriousness of the incident, the school management should be consulted. When in doubt, log the incident.

In the event of accidental access of inappropriate material clearly of a much more serious nature, or of material which appears to be illegal, users should:

1. remove the material from view (by closing or minimising the window, or turning off the monitor)
2. report the incident immediately to school management who will take such further action as may be required under this policy.

- 4) Any incident involving inappropriate material or activities of a serious nature, or suspected of being illegal, must be reported immediately to the ASSISTANT PRINCIPAL and/or DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE.
- 5) Passwords should be kept confidential and not shared with anyone else.
- 6) Users should not allow another person access to any equipment/device logged in under their own user account, unless as part of authorised work being carried out on the school network or ICT equipment/devices.
- 7) COOGEE PUBLIC SCHOOL e-mail accounts are expected to be used in a responsible manner and in accordance with this use agreement. This includes ensuring that no electronic communication could cause offence to, harass, or harm others, put the owner of the user account at potential risk, bring the school into disrepute, or in any other way be inappropriate in the school's learning environment.
- 8) For personal safety, users should be very careful about revealing personal information about themselves, such as home or email addresses, or any phone numbers including mobile numbers. Nor should such information be passed on about others



-
- 9) All school ICT equipment/devices should be cared for in a responsible manner. Any damage, loss or theft must be reported immediately to the ASSISTANT PRINCIPAL or if necessary directly to the DIGITAL CITIZENSHIP COMMITTEE/COMMITTEE.
- 10) All users are expected to practise sensible use to limit wastage of computer resources or bandwidth. This includes avoiding unnecessary printing, and unnecessary Internet access, uploads or downloads.
- 11) Authorisation from ASSISTANT PRINCIPAL must be gained before any attempts to download, install, connect or utilise any unauthorised software or hardware onto or with any COOGEE PUBLIC SCHOOL ICT equipment/devices.
- 12) Where permission has been given to connect or install privately-owned equipment/devices or software, it is with the understanding that the school may scan this equipment/device/software at any time thereafter as part of a regular or targeted security check, such as for viruses.
- 13) Copyright laws and DIGITAL CITIZENSHIP COMMITTEE agreements must be respected. This means no involvement in activities such as illegally copying material in any format, copying software outside of the terms of the DIGITAL CITIZENSHIP COMMITTEE, downloading copyrighted video or audio files, using material accessed on the Internet in order to plagiarise, or illegally using DIGITAL CITIZENSHIP COMMITTEE products.
- 14) Authorisation from ASSISTANT PRINCIPAL must be gained before submitting any material for publication on the school Internet/Intranet site.
- 15) Children will be actively supervised by SCHOOL PERSONNEL, or by someone who has signed an COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP use agreement when accessing the Internet on the school's site or at any school-related activity.
- 16) Personnel should seek advice from the ASSISTANT PRINCIPAL regarding matters such as the online collection and/or display/publication of personal information in any form. This includes personal data, images of children or adults, and text, such as children's personal writing.

ACKNOWLEDGEMENT OF COOGEE PUBLIC SCHOOL RULES AND RESPONSIBILITIES

Please complete, sign, and date this [SCHOOL PERSONNEL] Use Agreement Form which confirms your agreement to follow the obligations and responsibilities outlined in this document.

If you have any queries about the agreement, you are encouraged to discuss them with the school management before you sign and return this page to school management for filing.



A copy of the signed form will be supplied to you.

SCHOOL PERSONNEL supervision skills (tick one)

I believe that I have sufficient knowledge to safely supervise the use made by children in my care, of the school's computer network, Internet access facilities, computers, webcams and other school ICT equipment/devices.

I require additional training/professional development in order to safely supervise the use made by children in my care, of the school's computer network, Internet access facilities, computers, webcams and other school ICT equipment/devices.

Use Agreement

I acknowledge that I have been supplied with and have read a copy of the COOGEE PUBLIC SCHOOL DIGITAL CITIZENSHIP Policy. I have read and am aware of the obligations and responsibilities outlined in this SCHOOL PERSONNEL DIGITAL CITIZENSHIP Use Agreement document, a copy of which I have been advised to retain for reference. These obligations and responsibilities relate to the DIGITAL CITIZENSHIP of the children attending the school, and of the school's learning environment.

I also understand that breaches of this Use Agreement will be investigated and may require a response by COOGEE PUBLIC SCHOOL management, which could include, where necessary, referral to a law enforcement agency.

Name:

Role in the school:

Signature:

Date: