

<p>PYALONG PRIMARY SCHOOL ICT AND INTERNET USAGE POLICY</p>

Rationale

The internet provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups around the world, to increase skills, knowledge and abilities.

Pyalong Primary School provides access to a range of up to date technologies to enhance teaching and learning opportunities and to enrich the learning environment. We encourage the use of ICT to facilitate learning and aim to develop our students' to use these tools safely, responsibly and with integrity. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. Each student has been asked to use ICT responsibly at school, as outlined in the Pyalong Primary 2005 ICT Student Code of Conduct and Acceptable Use.

Aims

- To improve student learning outcomes by guiding students and increasing access to electronic worldwide information.
- To develop skills in discriminate, appropriate and effective internet usage.
- To ensure that use of the internet within the school context meets legal requirements and standards of general practice.
- To develop the knowledge, skills and behaviours required to enable students to understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.
- To clearly communicate guidelines for the appropriate use of computers and other technology to students, staff and parents

Implementation

At Pyalong Primary we;

- actively support access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- provide all students and staff with censorship filtered internet and email access. All students and staff are provided with access to password protected internet account and log on. *Such access is a privilege that infers responsibility and not simply a right to be expected.*
- have integrated programs across all learning domains such as Literacy, Numeracy and Inquiry that incorporate the use of Information Communications & Technology (ICT) to enhance and aid learning.
- support copyright agreements and actively teach students to acknowledge the source when using information obtained online.
- reinforce the importance of safe and respectful use of the internet in all curriculum areas and deliver an eSmart Cyber Safety program in all classrooms from Prep – Year 6.
- have an ICT Student Code of Conduct and Acceptable Use Policy that is discussed with students and revised with students at the beginning of each school year.
- ensure that a signed parent and student consent is required to be completed in order to gain access to the internet at school or to publish work, photos or videos demonstrating an understanding of this policy and the consequences of noncompliance.

Preventative measures Pyalong Primary will take includes;

- providing teacher supervision and direction during all internet use opportunities.
- having an ICT Leading Teacher who liaises with teaching staff and support technicians to manage all device usage and internet access, maintenance of the school's web site, web filters and all other issues related to internet access by students.
- Ensuring that the privacy of students, parents, staff and other users are be recognised and respected at all times. When identifying students, only the student's first name or grade level may be used.
- providing password protected email accounts in Years 4-6. Users will be responsible for clearing their mailboxes regularly.
- ensuring that staff are be responsible for notifying the ICT Leading Teacher of any inappropriate material so that access to such sites can be blocked.
- encouraging all students to be responsible for notifying their teacher of any inappropriate material so that access can be blocked.

In the event that a Breach of Acceptable Use occurs, Pyalong Primary will follow up by;

- ensuring that students who fail to honour the Student ICT Code of Conduct incur an appropriate consequence relating to the withdrawal of their personal access to the Internet and or electronic devices, as specified in the ICT Student Code of Conduct and Acceptable Use Guidelines.
- tracking breaches of the Acceptable User Contract by collecting data in order to identify problem areas so that effective solutions may be devised and implemented.
- implementing guidelines for responding to breaches of the Acceptable Use Contract to allow for the consistent management of these breaches. Students and parents will also be made aware of these incidents.

Evaluation

- This policy will be reviewed as part of the school's three-year review cycle through the ICT AIP team.

This policy was last ratified by School Council on -16/11/2016 to be reviewed 16/11/2019

PYALONG PRIMARY SCHOOL CYBERBULLYING POLICY

Definition

Multimedia technologies have created new domains in which young people learn and interact. Technology such as mobile phones, SMS, phone cameras, emails and chat rooms can be an effective way to learn and a great way to communicate. Unfortunately some people use this technology to bully others by sending threatening or unwanted messages or spreading nasty rumours.

[Netalert](#) defines cyber bullying as: "*Bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging. It can also include bullying through mobile phone technologies such as short messaging service (SMS). Examples of cyber bullying include teasing, spreading rumours online, sending unwanted messages, or defamation.*"

Bullying is when someone, or a group of people, upset or create a risk to another person's health and safety - either psychologically or physically - or their property, reputation or social acceptance on more than one occasion. Bullies deliberately set out to intimidate, exclude, threaten and/or hurt others repeatedly. Bullying is a clear form of harassment. People who use the internet, email, intranets, phones or similar technologies to bully others are cyber bullies.

Rationale:

Bullying in any form is unacceptable. Bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyber bullying. Cyber bullying will not be tolerated at any level, and consequences exist for students who choose to bully others.

Aims:

- To reinforce within the school community what bullying is (including cyber bullying), and the fact that it is unacceptable.
- Everyone within the school community to be alert to signs and evidence of cyber bullying and to have a responsibility to report it to staff whether as observer or victim.
- To ensure that all reported incidents of cyber bullying are investigated appropriately and that support is given to both victims and perpetrators.
- To seek parental and peer group support and cooperation at all times.

Implementation:

- Parents, teachers, students and the community will be aware of the school's position on cyber bullying.
- Teachers will be regularly reminded of their duty of care regarding protection of students from all forms of bullying.
- The school will adopt a four-phase approach to bullying.

A. Primary Prevention:

- Professional development for staff relating to all forms of bullying including cyber bullying, harassment and proven counter measures.
- Educate the school community about the seriousness of cyber bullying, its impact on those being bullied and how this behaviour is unacceptable
- Community awareness and input relating to bullying (including cyber-bullying), its characteristics and the school's programs and response.
- Provide programs that promote resilience, life and social skills, assertiveness, conflict resolution and problem solving such as the Stop Bullying Program that has been implemented across the school.
- Each classroom teacher to clarify with students at the start of each year the school policy on bullying, including cyber-bullying.
- Firewalls are installed to eliminate outside traffic into the school's network and intranet.
- The use of mobile phones by students is not allowed during school hours, with consequences to be implemented for any students who use mobile phones inappropriately.
- The curriculum includes anti-cyberbullying programs, messages and strategies and is implemented throughout the school from Prep – Year 6.

B. Early Intervention:

- Encourage students and staff to report bullying incidents involving themselves or others.
- All staff on a regular basis reminding students and staff to report incidents of bullying.
- Regular monitoring of student traffic on school's computer networks to identify potential problems.
- Parents are encouraged to contact school if they become aware of a problem.
- Public recognition and reward for positive behaviour and resolution of problems.

C. Intervention:

- Once identified each bully, victim and witnesses will be spoken with, and all incidents or allegations of bullying will be fully investigated and documented.
- Parents of students involved to be contacted.
- Students and staff, identified by others as bullies, will be informed of allegations.
- Both bullies and victims will be offered counselling and support.
- Removal of cyber-bullies from access to the school's network and any other technical devices, for a period of time, as stipulated in the Acceptable Use guidelines for Mernda Primary (Appendix 3)
- If student bullying persists parents will be contacted and consequences implemented consistent with the school's Acceptable Use Policy.

D. Post Violation:

Consequences for students will be individually based and may involve:-

- Withdrawal of privileges.
- Exclusion from class.
- Exclusion from yard.
- School suspension.
- Ongoing counselling from appropriate agency.

Reinforcement of positive behaviours.

- Support Structures.
- Ongoing monitoring of identified bullies.
- Rewards for positive behaviour.

Evaluation:

This policy will be reviewed as part of the school's three-year review cycle

Reference: DET website

This policy was last ratified by School Council on -16/11/2016 to be reviewed 16/11/2019

<p>PYALONG PRIMARY SCHOOL ICT STUDENT CODE OF CONDUCT AND ACCEPTABLE USE GUIDELINES</p>
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The ICT Student Code of Conduct will be revisited at the beginning of each school year by each class teacher and referred to periodically during the year to ensure students are aware of the acceptable use of learning technologies at our school.

At Pyalong Primary School, students should abide by the following guidelines to use the internet in a safe and responsible manner.

Responsible Use

- I will take the responsibility to care for computers and other technology.
- I will not eat or drink when using technology and carry devices around appropriately.

Internet Usage

- I will immediately exit the program I am using if an inappropriate image/text appears and notify my teacher, parent or trusted adult.
- I will only work on the Internet for purposes specified by my teacher during class time.
- I will follow school guidelines and procedures when preparing materials for publication on the web.
- When using the Internet, I will respect copyright rules and paraphrase the information in my own words. If I am unsure I will check with my teacher.

Electronic Content

- I will not bring or download any unauthorised programs, including games, to the school or run them on the school computers. The use of USBs in Years 3 to 6 are restricted to classroom or homework purposes only. I understand that breaches of the rules will see me face the consequences which are outlined in that Breach of Acceptable Use Agreement Guidelines, as determined by the classroom teacher, ICT Leading Teacher.

Internet Safety

- I will not give out personal information such as my surname, address, telephone number, parents' work address/telephone number.
- I will never send a person my picture without first checking with my teacher/parent.
- I will always have my teacher's permission before communicating with others online.
- I will respect the privacy of others by not sharing personal information such as a password.
- I will not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. Notify my teacher, parent or trusted adult straight away.

Cyberbullying

- I will not use the Internet to frighten, annoy, abuse or threaten another person. Any incidents of cyberbullying will be dealt with by the school Principal and teachers in accordance with the Breach of Acceptable Use Agreement Guidelines.

Agreed Acceptable Use of ICT Breach Consequences at Pyalong Primary School

Code	Area of Breach	Expected Behaviours	Consequences for breach of acceptable use.			
			1 st offence	2 nd offence	3 rd offence	Repeated offence
CB1	Cyberbullying	Never cyber bully – always support others by being respectful in how I talk with them online and never participate in online bullying (this includes forwarding messages and supporting others in hurtful online behaviour).	warning	1 week	2 weeks	1 term
CB2	Cyberbullying	Don't be a bystander - Talk to my teacher or another adult I trust if I see a friend being unsafe or being made to feel uncomfortable by others.	discussion	Phone call home	2 days	1 week
P1	Privacy	Keep personal details private – never give other people's personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	discussion	1 week	2 weeks	1 term
P2	Privacy	Keep personal details private – never give out my personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	discussion	2 days	1 week	1 term
P3	Privacy	Never talk to strangers online unless guided to by my teacher or an adult I trust. Talk to a teacher or another adult if someone asks me to provide information that I know is private .	discussion	Phone call home	2 days	1 week
OS1	Online Safety	Seek teacher/adult permission before uploading media to websites, blogs or other shared online spaces.	discussion	2 days	1 week	1 term
OS2	Online Safety	Keep myself safe – I will keep myself safe in the internet by only communicating with people that I know .	discussion	2 days	1 week	2 weeks
RU1	Responsible Use	Only use the internet for purposes specified by the teacher .	warning	1 week	2 weeks	1 term
RU2	Responsible Use	Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.	warning	1 week	2 weeks	1 term
RU3	Responsible Use	Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher, or parent, at school and home.	discussion	2 days	1 week	1 term
RU4	Responsible Use	Not accessing or sending inappropriate rude or offensive content (or if you willingly participate by viewing the content of others). This includes but is not limited to 'chain' messages.	warning	1 week	2 weeks	1 term
RU5	Responsible Use	Respect other students' work and files . This includes deleting files and touching or closing computers/devices that someone is currently working on.	warning	1 week	2 weeks	1 term
RU6	Responsible Use	Take the responsibility to care for the computers, iPads, tablets and cameras .	discussion	1 week	2 weeks	1 term
RU7	Responsible Use	Follow copyright laws and website terms at all times, for example not sharing music or videos or bring illegally downloaded software/ media.	discussion	1 week	2 weeks	1 term
RU8	Responsible Use	Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work .	discussion	1 week	2 weeks	1 term
RU9	Responsible Use	Talk to my teacher or another adult if I need help online, or not sure what I should be doing.	discussion	Phone call home	2 days	1 week
RU10	Responsible Use	Talk to my teacher or another adult if I come across a website which is not suitable for school .	discussion	1 day	2 days	1 week
RU11	Responsible Use	Talk to a teacher or another adult if I believe that someone else is doing something inappropriate using technology.	discussion	1 day	3 days	1 week
RU12	Responsible Use	Take full responsibility for my personal technology –keep it stored safely in my bag. Mernda Primary School recommends that precious items are not brought to school.	discussion	Phone call home	2 days	1 week
RU13	Responsible Use	Not let mobile digital devices interrupt my learning – Mobile phones are to be given to the class teacher at the start of the school day for safe keeping and returned to the student at 3:15.	warning	1 day	call home	1 term
RU14	Responsible Use	Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful .	warning	1 week	2 weeks	1 term
RU15	Responsible Use	Do not bring to school or download any unauthorised programs , including games. The use of USB flash drives is restricted to classroom or homework purposes only.	warning	1 week	2 weeks	1 term

Notification of Breach of Acceptable Use of ICT at Pyalong Primary School

Dear Parent/Carer,

Pyalong Primary School uses the internet as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. Each student has agreed to use the internet responsibly at school, by signing an acceptable use contract.

Unfortunately, your child has broken the ICT contract for the reasons marked below.

Name	Class:	Date:
Student account of Incident:	Teacher account of incident:	
Consequence for incident in accordance with Pyalong Primary breach guidelines: (See Overleaf)		

We hope you'll discuss this issue with your child and reiterate the fact that both the internet and access to technology at school is a privilege and needs to be treated as such. Please send this letter back to school signed to acknowledge you've seen it and discussed it with your child.

Signed - Parent/Carer _____ **Signed - Student** _____

Name:

Name:

Signed - Classroom Teacher _____ **Signed - Principal** _____

Name:

Name: Mrs. Catherine Hoey

Teacher: Please highlight area of breach -

Code	Area of Breach	Expected Behaviours	Consequences for breach of acceptable use.			
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CB2	Cyberbullying	Don't be a bystander - Talk to my teacher or another adult I trust if I see a friend being unsafe or being made to feel uncomfortable by others.	discussion	Phone call home	2 days	1 week
P1	Privacy	Keep personal details private – never give other people's personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	discussion	1 week	2 weeks	1 term
P2	Privacy	Keep personal details private – never give out my personal details , including full names, telephone numbers, addresses, photos, and passwords and login details.	discussion	2 days	1 week	1 term
P3	Privacy	Never talk to strangers online unless guided to by my teacher or an adult I trust. Talk to a teacher or another adult if someone asks me to provide information that I know is private.	discussion	Phone call home	2 days	1 week
OS1	Online Safety	Seek teacher/adult permission before uploading media to websites, blogs or other shared online spaces.	discussion	2 days	1 week	1 term
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RU1	Responsible Use	Only use the internet for purposes specified by the teacher.	warning	1 week	2 weeks	1 term
RU2	Responsible Use	Seek permission from individuals involved prior to taking photos, recording sound or videoing them (including teachers) and publishing or sending photos, recorded sound or video to anyone else or to any online space.	warning	1 week	2 weeks	1 term
RU3	Responsible Use	Be responsible wherever and whenever I use technology. This includes using technology for purposes specified by my teacher, or parent, at school and home.	discussion	2 days	1 week	1 term
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RU6	Responsible Use	Take the responsibility to care for the computers, iPads, tablets and cameras.	discussion	1 week	2 weeks	1 term
RU7	Responsible Use	Follow copyright laws and website terms at all times, for example not sharing music or videos or bring illegally downloaded software/ media.	discussion	1 week	2 weeks	1 term
RU8	Responsible Use	Remember that the content on the web is someone's property and not cut and copy large portions of information and pretend it is my own work.	discussion	1 week	2 weeks	1 term
RU9	Responsible Use	Talk to my teacher or another adult if I need help online, or not sure what I should be doing.	discussion	Phone call home	2 days	1 week
RU10	Responsible Use	Talk to my teacher or another adult if I come across a website which is not suitable for school.	discussion	1 day	2 days	1 week
RU11	Responsible Use	Talk to a teacher or another adult if I believe that someone else is doing something inappropriate using technology.	discussion	1 day	3 days	1 week
RU12	Responsible Use	Take full responsibility for my personal technology –keep it stored safely in my bag. Mernda Primary School recommends that precious items are not brought to school.	discussion	Phone call home	2 days	1 week
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RU14	Responsible Use	Be responsible. Not use devices to find, create or send information that might be inappropriate or hurtful.	warning	1 week	2 weeks	1 term
RU15	Responsible Use	Do not bring to school or download any unauthorised programs , including games. The use of USB flash drives is restricted to classroom or homework purposes only.	warning	1 week	2 weeks	1 term

ICT & DIGITAL TECHNOLOGIES ACCEPTABLE USE CONTRACT

Pyalong Primary School uses the technology as a teaching and learning tool. Technology, for the purposes of this policy is defined as: Digital information and communications tools including (but not limited to) netbook computers, desktop computers, cameras, recorders, mp3 players, mobile devices, gaming consoles, internal school networks and the internet.

We see technology as a valuable resource but acknowledge it must be used responsibly. Each student is required to agree to the terms stated below and without agreement will not be provided access to any computers or internet at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. However there is a process in place should something inappropriate occur. The internet provides students with unprecedented opportunities to obtain information and engage in discussion to increase skills, knowledge and abilities.

Student Contract

When I use technology, both at school and at home I have responsibilities and rules to follow. I will:

Responsible Use

- take the responsibility to care for computers and other technology.
- not eat or drink when using technology and carry devices around appropriately.

Internet Usage

- immediately exit the program I am using if an inappropriate image/text appears and notify my teacher, parent or trusted adult.
- only work on the Internet for purposes specified by my teacher during class time.
- follow school guidelines and procedures when preparing materials for publication on the web.
- respect copyright rules and paraphrase the information in my own words. If I am unsure I will check with my teacher.

Electronic Content

- not bring or download any unauthorised programs, including games, to the school or run them on the school computers. The use of USB is restricted to be used for classroom or homework purposes only. I understand that breaches of the rules will see me face the consequences which are outlined in that Breach of Acceptable Use Agreement Guidelines, as determined by the classroom teacher and Principal

Internet Safety

- not give out personal information such as my surname, address, telephone number, parents' work address/telephone number.
- never send a person my picture without first checking with my teacher/parent.
- always have my teacher's permission before communicating with others online.
- respect the privacy of others by not sharing personal information such as a password.
- not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. Notify my teacher, parent or trusted adult straight away.

Cyberbullying

- not use the Internet to frighten, annoy, abuse or threaten another person. Any incidents of cyberbullying will be dealt with by the school Principal and teachers in accordance with the Breach of Acceptable Use Agreement Guidelines.

I acknowledge and agree to follow these rules. I understand that I may not be able to access the internet and technology at school if I do not act responsibly. This Acceptable Use Policy also applies to students during school excursions, camps and extra curricula activities. I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

Student Name:..... Student Signature: Date.....

Parent/Guardian Agreement:

I agree to:

- My child using the internet at school.
- My child's first name and initial published on Pyalong Primary School's website, app or on education websites.
- A photo or video of my child being published on password protected education websites.
- My child's work being published on PyalongPrimary's website or on password protected education websites.
- The school signing my child up to educational websites such as Mathletics, Skooville or Wikispaces.
- Participation on Skype for educational purposes such as collaborative classrooms.
- Acknowledging that the nature of the internet means that full protection from inappropriate content can never be guaranteed.
- I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material..
- I will contact with the **school or Net Alert Australia's Internet Safety Advisory body on 1800 880 176 if something concerns me.**

Parent Name Parent Signature Date.....

**This form is valid for the duration of your child's enrolment at Pyalong Primary School*

Recommended actions for teachers dealing with inappropriate content:

- Step 1.** Exit screen as quickly and discreetly as possible. Inform principal if content is greatly offensive so that measures can be taken in order to block further content.
- Step 2.** Explain to students that pop ups occur from unlicensed sites and we have no control over them.
- Step 3.** Discuss that these things might happen at school and home and it is important for them to understand how to respond responsibly in these situations.
- Step 4.** Remind students that they have agreed to an Acceptable Use contract which states that consequences will be enforced if a breach is found to have occurred.
- Step 5.** Students are reminded that all internet usage is tracked and we can identify which person was on a website and for how long if need be.
- Step 6.** Discuss with students how they should never download or accept any popups from the internet as they will most likely contain viruses.
- Step 7.** Discuss with students how they should handle the same situation at home.



Support Information for Parents and Guardians about guiding your Children to use the Internet Safely



This document is to help parents of Pyalong Primary School guide their children to use the internet in a safe manner at school and home.

Students use technology, both at school and at home have responsibilities and rules to follow.

Pyalong Primary believes the teaching of cyber safe and ethical behaviour is essential in the lives of students and is best taught in partnerships between home and school. Students need to develop a culture of safe and responsible use of all technology so that students can enjoy all the benefits that ICT has in enhancing teaching and learning.

As technology evolves, students are spending an increased amount of time learning and socialising. Online communities need responsible students who do the right thing by themselves and others online, particularly when not under adult supervision.

Safe and ethical behaviour is taught to students at Pyalong Primary and support at home is requested. It is important to note that some online activities are illegal and as such will be reported to police if need be. This includes harassment of others and publishing inappropriate images online.

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

Many students like to publish information about themselves and their friends in spaces like Wikispaces, Skooville or blogs. Students shouldn't need to be accessing Facebook to share personal information as the site requires minimum age of an account is 13 years of age. This can put students at risk of being approached, groomed, and/or bullied on line.

We recommend that they:

- Don't use their own name but develop an online name and use avatars where available.
- Don't share personal details including images of themselves or of their friends
- Always password protect any spaces or accounts they have and never share their password with others
- Block people that they don't know to request to join their chat or collaborative space
- Students are reminded that any image or comment they put on the internet is now public meaning anyone can use it, see it or change it

Being respectful online and not participating in online bullying or hurtful behaviour

Students sometimes say things online that they would never say to a person's face. Being online can make students feel anonymous and don't realise that online interactions can be traced and often this occurs due to lack of parents watching what they are doing.

It is important to be aware that not all altercations are examples of bullying however all unacceptable behaviours will be addressed. Participation in bullying or hurtful actions can take many forms in the online world. Deliberate exclusion of another in an online space is another way some students hurt each other. It is important to note that the behaviours are discussed as separate from the technologies.

Using the technology at school for learning and using the equipment properly.

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', but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

Not bringing or downloading unauthorised program (including games) to the school or run them on school computers/devices.

The school connects all the computers through a network. The introduction of unknown games or files could introduce viruses and these put all school equipment and student work at risk.

Not looking at rude or offensive sites.

Pyalong has filters that block out a lot of inappropriate content, but they are not fool proof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

Using the internet/technologies at school to learn.

It is important to realise that there is time for fun and time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet/technologies for their learning.

Asking teachers to help get permission before using information or pictures

Music, information, images and games on the internet is owned by someone. The term copyright is a legal one and there are laws to enforce it. By downloading a freebie you can risk bringing in a virus to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

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 enable 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. When helping your child with homework encourage him/her to read the information and then put it into their own words with your assistance so that they aren't directly 'copying' information down and not necessarily understanding what the information is saying.

Talking to my teacher or another adult if I need help or see something I don't like online.

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for all of us 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.

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 students tell the teacher and or parent when they are feeling uncomfortable or threatened on line.

