



## Email, Internet and Electronic Devices Policy

### **Aims**

- A.** To provide students with appropriate access to the internet to support their learning-related activities.
- B.** To ensure to safe use of email, internet, mobile phones and other electronic devices in all school-related activities by students, staff and the community.
- C.** To avoid unnecessary interruption to classes through personal use of mobile phones and other electronic devices.

### **Scope and Application**

This policy is applicable at all times on school grounds and during all school-related activities outside of school grounds. It is available on the school website and applies to:

- A.** Employees
- B.** Students
- C.** Parents
- D.** Community members
- E.** Visitors to the school

### **Definitions**

- A. Inappropriate content** - content considered unacceptable in terms of legislation or harmful to students. It includes material that is pornographic, racist, sexist, inflammatory, threatening, hateful, obscene or abusive in nature or which promotes or encourages illegal activities, violence or bullying.

### **Principles**

- A.** Students are provided with opportunities to use the internet as a tool to support learning-related activities across a number of curriculum areas.
- B.** Education about safety when using the internet will be included as part of the curriculum and access to a Cyber Safety reporting site will be made available to students.
- C.** All staff, students and community members will be responsible in their use of the internet and ensure compliance with the Internet Use Agreement.
- D.** Misuse of the internet, email, mobile phones or electronic devices to access inappropriate content or to communicate inappropriately with others, by any member of the community,

will result in disciplinary action being taken. All misuse is to be reported to the Principal and may also be reported to the police.

- E.** Supervision will be provided to students accessing the internet at school to ensure it is used effectively and safely. The level of supervision will be at the discretion of the class teacher, after assessment of the requirements of the task and the capabilities and past behaviour of the student. Teachers should employ strategies to monitor students' internet use and be aware of the general content and suitability.
- F.** To support equity of access, the School may loan school IT equipment, e.g. iPads, to students to use at home if it is for educational purposes.
- G.** Staff and students will be provided with a Kerry Street email address for all school-related activities.
- H.** Parents and volunteers may be granted email and internet access for school-related purposes, subject to agreement with the Principal.
- I.** All electronic messages sent or received in the course of school business will be treated as public records. KSCS email and internet usage by staff and the community may be monitored to ensure acceptable use and content.
- J.** All members of the community will restrict the personal use of email and the internet and avoid opening email or email attachments from suspicious or untrustworthy sources.
- K.** Mobile phones may be used for communication purposes during excursions and camps, and in the case of emergency.
- L.** The school acknowledges that parents may wish for their child to have a mobile phone for safety whilst travelling to and from school. In this case, an 'Acceptable Use of Mobile Phones Agreement' must be signed by both the student and parent. Mobile phones belonging to students will be turned off during school hours except with prior permission of the Principal.
- M.** All community members will ensure that personal mobile phone use at KSCS does not disturb student learning.
- N.** Staff and community member mobile phones will not be used to take images or videos of students or members of the community. School iPads and digital cameras will be provided for this purpose. No photos or videos can be uploaded online unless permission has been granted.

## **Responsibilities**

### **A. Board**

1. Monitoring and revising this policy as needed.
2. Provide the school with adequate IT equipment, internet access, anti-virus software and internet content filtering.
3. Deal with cases of noncompliance with this policy referred by the Principal.

## **B. Principal**

1. Monitor acceptable email and internet use by staff, students and the community.
2. Assess and approve parent and volunteer access to email and the internet.
3. Deal with all cases of inappropriate use of email, internet or electronic devices by students, staff, parents and volunteers.
4. Ensure permission has been granted prior to the use of student, staff and community member images on promotional and other official documentation.

## **C. Teaching Staff**

1. Facilitate student access to the internet and a safe electronic communication forum as part of the curriculum and provide appropriate supervision of its use, including physical safety.
2. Provide internet safety education to students and facilitate access to a cyber safe reporting site if needed.
3. Monitor students' use of the internet.
4. Report any misuse of email, internet or electronic devices by any member of the community to the Principal.
5. Ensure that all images of students captured during school activities, including during incursions and excursions, comply with relevant permissions.
6. Use the internet responsibly and communicate electronically via a school email address.
7. Sign and comply with the Internet Use Agreement and the Acceptable Use of Mobile Phones Agreement.
8. Only use school iPads and digital cameras to take images and videos of students and other members of the community.
9. Ensure personal mobile phone use does not disturb student learning. During class times and staff/parent meetings, mobile phones belonging to staff will be turned off or set to silent and calls and text messages will not be taken or made, except in exceptional circumstances.
10. Distribute and collect student internet use agreements.
11. Ensure a Technology Loan Agreement form is completed before loaning IT equipment to students to use at home.
12. Inform the Principal of any issues with IT equipment loaned to students to use at home.

## **D. Administration Staff**

1. Collect and maintain records of Internet Use Agreements, Acceptable Use of Mobile Phones Agreements and Technology Loan Agreement forms for students, staff and community members.
2. Maintain records of parental permission to use images of their children in publications and distribute to teachers.

3. Report any misuse of email, the internet or mobile phones by any member of the community to the Principal.
4. Inform the Principal of any issues with IT equipment loaned to students to use at home.

#### **E. Students**

1. Sign and comply with the Internet Use Agreement.
2. Use the internet and email at school appropriately and seek permission before accessing.
3. Ensure IT equipment on loan from the school is kept in good order and report any problems, vandalism, damage, loss or theft of the equipment to Kerry Street Community School.
4. Obtain permission from a teacher if bringing a mobile phone to school and sign the Acceptable Use of Mobile Phones Agreement.
5. Turn off mobile phones and personal devices during school hours, except where prior approval has been granted by the Principal.
6. Report any misuse of email, the internet or mobile phones by any member of the community to the Principal.

#### **F. Adult Members of the School Community**

1. Obtain permission before accessing the internet at school.
2. Sign and comply with the Internet Use Agreement.
3. Act responsibly and use the internet at school in accordance with this policy.
4. Ensure IT equipment on loan from the school is kept in good order and report any problems, vandalism, damage, loss or theft of the equipment to Kerry Street Community School.
5. Ensure personal mobile phone use does not disturb any school activities, on or off school grounds.
6. Do not take or share photos of students, staff or community members without prior permission.
7. Report any misuse of email, the internet or mobile phones by any member of the community to the Principal.

### **Related Legislation**

- A.** Copyright Act 1968
- B.** Criminal Law Amendment (Intimate Images) Act 2018 (WA)
- C.** Equal Opportunity Act 1984 (WA)
- D.** Freedom of Information Act 1992
- E.** Privacy Amendment (Private Sector) Act 2000
- F.** School Education Act 1999
- G.** School Education Regulations 2000

## H. Sex Discrimination Act 1984

### **Related Kerry Street Documentation**

#### A. Procedures and Forms including:

1. KSCS Students' Internet Agreement
2. Community Internet Use Agreement
3. Staff Internet and Email Use Agreement
4. Student Acceptable Use of Mobile Phones Agreement
5. Staff Acceptable Use of Mobile Phones Agreement
6. Mind Your Mobile Manners
7. Technology Loan Agreement Form

#### B. Policies including:

1. Behaviour Management Policy
2. Curriculum Policy
3. Duty of Care Policy
4. Enrolment Policy
5. Privacy Policy
6. Records Management Policy
7. Risk Management Policy
8. Staff Conduct and Discipline Policy
9. Staff Social Media Policy

#### C. KSCS Codes of Conduct

#### D. Student Records

### **Contact Person**

Enquiries relating to this policy should be directed to the School Principal or Board Chair.

### **Breaches of this Policy**

Any breach of this policy may result in disciplinary action up to and including termination.

### **Authorisation and Review**

- A. This policy was read, discussed and endorsed by staff on 1 December 2004
- B. It was authorised by the Kerry Street Community School Council February 2005
- C. Policy reviewed by meeting of staff and council on 13 January 2006
- D. This policy was reviewed September 2012
- E. Reviewed by Council and Coordinator, Approved at December Meeting 2015
- F. Internet use Agreement attachment added March 2016.

G. Reviewed May 2020.

H. To be reviewed S2 2022.

**Revision**

<b>Date</b>	<b>Revision</b>	<b>Detail</b>
July 2019	V.2	Amalgamated with the mobile phone policy. Separation of policy and procedures. Other minor edits.
May 2020	V.3	Changed name of policy to "Email, Internet and Electronic Devices' policy. Minor edits to include electronic devices. Added principle for loan of school devices.
April 2021	V.3.1	Formatted. Policy list updated.