



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. Volunteers
- C. Students
- D. Parents
- E. Community members
- F. Visitors to the school

Definitions

- A. **Digital citizenship** – refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.
- B. **Digital devices** – electronic devices that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers, laptops, tablets, smartwatches, smartphones, and other devices.
- C. **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.
- D. **Learning-related activities** – school activities that are part of the planned class and/or whole school education of a child.

- E. Reasonable adjustment** – measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

Principles

- A.** Students are provided with opportunities to use electronic devices and 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.** Use of email, internet and electronic devices is subject to conditions outlined in *Staff, Student and Community Internet Agreements* which is designed to ensure students access IT safely and securely, in line with KSCS Values and Philosophy.
- 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.
- E.** 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.

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.
4. Ensure permission has been granted prior to the use of student, staff, and community member images on promotional and other official documentation.

C. Leadership

1. Approve new applications and software for electronic devices, ensuring they meet educational outcomes of students, and store data as per the *KSCS Privacy Policy*.
2. Maintain and manage the updates of applications and software on iPads using JAMF Schools Management System.
3. Support staff with ICT issues around the school.
4. Keep updated audit of electronic devices in the school.

D. Teaching Staff

1. Model appropriate use of digital devices and online services in line with policy.
2. Establish strategies and practices consistent with their school's procedures and deliver learning experiences to encourage appropriate use of digital devices and online services.
3. Respond to and report any breaches and incidents of inappropriate use of digital devices and online services.
4. Provide internet safety education to students and facilitate access to a cyber safe reporting site if needed.
5. Support parents and carers to understand the strategies that can be employed to promote their children's safe, responsible, and respectful use of digital devices and online services.
6. Monitor students' use of the internet.
7. Ensure that all images of students captured during school activities, including during incursions and excursions, comply with relevant permissions.
8. Use the internet responsibly and communicate electronically via a school email address.
9. Sign and comply with the *KSCS Internet Use Agreement* and the *KSCS Acceptable Use of Mobile Phones Agreement*.
10. Only use school iPads and digital cameras to take images and videos of students and other members of the community.
11. 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.
12. Distribute and collect student internet use agreements.
13. Ensure a *KSCS Technology Loan Agreement* form is completed before loaning IT equipment to students to use at home.
14. Inform the leadership of any issues with IT equipment loaned to students to use at home.

E. Administration Staff

1. Collect and maintain records of *KSCS Internet Use Agreements*, *KSCS Acceptable Use of Mobile Phones Agreements*, and *KSCS 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.

5. Advise all staff of any cyber safety concerns that may affect student access and security at earliest possible opportunity, e.g., Firewall not working sufficiently.

F. Students

1. Sign and comply with the *KSCS 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 *KSCS 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.

G. Adult Members of the School Community

1. Obtain permission before accessing the internet at school.
2. Sign and comply with the *KSCS 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.

Reference and Resources

- A. [eSafety Commissioner](#)
- B. [The eSafety Guide – eSafety Commissioner](#)

Related Legislation

- C. Censorship Act 1996 (WA)
- D. Copyright Act 1968
- E. Criminal Law Amendment (Intimate Images) Act 2018 (WA)
- F. Cybercrime Act 2001
- G. Equal Opportunity Act 1984 (WA)

- H. Freedom of Information Act 1992
- I. Privacy Amendment (Private Sector) Act 2000
- J. School Education Act 1999
- K. School Education Regulations 2000
- L. Sex Discrimination Act 1984

Related Kerry Street Documentation

- A. Procedures and Forms including:
 - 1. Email, Internet, and Electronic Devices Procedure
 - 2. Cyber safety Procedure
- B. Policies including:
 - 1. Behaviour Management Policy
 - 2. Bullying Prevention Policy
 - 3. Child Safety and Wellbeing Policy
 - 4. Communication Policy
 - 5. Copyright Policy
 - 6. Curriculum, Assessment, and Reporting Policy
 - 7. Duty of Care Policy
 - 8. Enrolment Policy
 - 9. Human Resource Management Policy
 - 10. Privacy Policy
 - 11. Records Management Policy
 - 12. Risk Management Policy
 - 13. Staff Conduct and Discipline Policy
 - 14. 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. Reviewed S2 2021
- I. To be reviewed S2 2024.

Revision

Date	Revision	Detail
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.
November 2021	V.3.2	Removed Procedure from Principles. Minor updates to policy.