

Policy and Procedures

Internet & Web 2.0 Applications Usage Policy

East Torrens Primary School will allow students to access the Internet provided that the parents or legal guardians of the students do not object, this includes the use of Web 2.0 Applications*.

The intention of this policy is to establish a culture of transparency, trust and integrity in with the uses of the internet and Web 2.0 activities and to encourage the integration of these tools into our teaching and learning environments.

In the event of a student not following our code of behaviour for use of the Internet, the student will be suspended from use of the Internet for a period of time deemed fit by the Principal. If a student continually does not follow our code or has committed a very serious offence, then their use of the Internet will cease permanently.

In accordance with the departments policies and guidelines, the school has set up the following code of behaviour for the uses internet and Web 2.0 Applications within the school and on any Web 2.0 application that the school engages in.

Code of Behaviour

1. When on the Internet at ETPS, students, teachers, families & volunteers will:

- Act and communicate as they would be required to in the classroom
- Seek permission from the teacher before printing information
- Log off the system as soon as they have finished, so that other students have the opportunity to access the Internet
- Report anyone who break the code of expected behaviour
- Report if you receive any message that is inappropriate or makes you feel uncomfortable
- Respect the rights of copyright owners and acknowledge the source when presenting work
- Staff are not permitted to have students on their personal Facebook
- Teacher's professional Facebook pages can be developed in consultation with the Principal.

2. When on the Internet, students, teachers, families & volunteers will not:

- Create a computer virus and place it on the network or internet
- Send or receive messages that are not related to their school work
- Use the network for personal use including the sending and receiving of personal messages
- Send or retrieve messages that are inappropriate, obscene, racist, sexist or contain abusive language
- Access Internet sites that have inappropriate content which may include pornographic, obscene or offensive
- Read other students files or messages without the student's permission
- Reveal personal contact information about yourself or other people. eg addresses or telephone numbers
- Agree to meet with someone met online
- Take the ideas or writings of others and present them as your own
- Be involved in harassment of any type including; racial, religious, sexual orientation physical characteristics, gender, ability, disability, economic status
- Impersonate by using another person's online profile to access social networking
- Intimidate or bully other people

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3. Professional use of Web 2.0 Applications

When posting online by students, teachers, families & volunteers the following must be taken into account:

- be aware of the specific social media channels and etiquette and understand the views and feelings of the target community
- ensure all material published is respectful of all individuals and the Department for Education and Child Development and/or specific social media site and not publish any material that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, breaches a Court Suppression Order, or is otherwise unlawful
- ensure that all content published is accurate and not misleading
- ensure all information posted or comment made on government policy is appropriate to the individual's area of expertise and authority, remains politically neutral and does not breach any confidentiality guidelines and that a person is not the first to make a significant announcement (unless specifically given permission to do so)
- respect copyright laws and attributing work to the original source wherever possible
- protect personal details
- use government branding in accordance with the Government of South Australia branding guidelines
- **ensure any young people involved understand the rules of operation of each social media site, and measures are in place to protect them from any potential risks.**

Web 2.0 Applications

Web 2.0 Applications are online services and tools used for publishing, sharing and discussing information. The list of applications types is extensive with new and innovative sites being developed regularly. Staff can determine what platform adds value to their particular need. This list is provided as a guide to the types of Web 2.0 applications are currently available:

- *Social networking sites:* are websites that allow you to create a personal profile about yourself and then chat and share information with others such as family and friends eg, Facebook, Edmodo, Myspace, LinkedIn, Yammer
- *Video, audio and photo sharing websites:* are sites that allow you to upload and share videos, sounds and photos which can be viewed/heard by web users the world over eg, Flickr, YouTube, iTunes U, Vimeo, SoundCloud
- *Blog:* A blog (short for web log) is a kind of online diary, where you regularly post about your life, your hobbies, business, news or other interests. It is a way of having your own space in the virtual world eg, WordPress, Blogger

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- *Microblogging apps:* are websites that post micro-blog like posts to announce what you are currently doing eg, Twitter, Yammer, Tumblr
- *Location-based apps:* (also known as *Geolocation*) are applications with the capability to detect and record where you and other people are located
- *Wikis:* are websites where users create, edit and share information about a particular subject or topic eg, Wikipedia, Wikispaces
- *Online gaming:* are games played over some form of computer network and are often based around a community of users eg, Steam
- *News aggregation:* news aggregators provide a list of the latest news stories published by users from a range of different web sites eg, Digg
- *Ning:* an online platform for people and organisations to create custom social networks around specific interests. Ning offers the ability to create an invited closed community website with a customised appearance and feel, feature sets such as forums, blogs, photos, and videos
- *Forums or message boards:* are online discussion sites where people can hold conversations in the form of posted messages
- *Online multiplayer gaming platforms:* are multiplayer video games which are capable of supporting hundreds or thousands of players simultaneously and usually feature at least one persistent world.