

## Managing Student Wellbeing

### Internet Use Policy

Purpose:	To outline the basis on which students engage with the internet, online material and activities.
Scope:	Key Teachers, students and their families
Implemented by:	Principal and Key Teachers
Approved by:	WP Board
Reviewed:	Every 2 years or as legislative changes or improvements are identified.
Communicated via:	WP Website, Staff Induction, Meetings, Parent Handbook, Policies and Procedures Manual

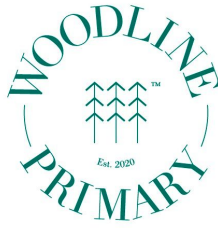
### Technology Responsible Use Policy for Students

All students from Foundation to Year 3 will not have direct access to the internet or devices whilst learning onsite. In the event of Remote Learning, students will require access to a device and the internet at home and will be required to follow Cyber Safety rules and online etiquette.

The use of Information and Communications Technology (ICT) at Woodline Primary carries with it a responsibility for safe and appropriate conduct and an agreement to act in accordance with the School's Values and all other relevant school policies.

### Implementation Guidelines

- All staff at our school will have access to the internet.
- The School Principal will liaise with staff and technical support technicians to ensure all devices are running to a good standard with appropriate web filters.
- The school will ensure that information published on the internet by the school meets legal requirements and standards of best practice within the community in relation to safety and decency.
- All staff shall be made aware of their responsibility to evaluate material and programs used in learning programs, prior to their use, to ensure they do not expose students to inappropriate or unlawful content.



### Use of ICT during Remote Learning

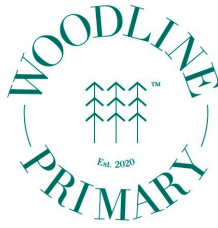
**In abiding by this policy all Woodline Primary students agree to:**

- use ICT in a safe, honest and legal manner;
- immediately report any unacceptable use of ICT to a staff member or guardian; and
- when using the internet follow the specific instructions given by a teacher;

**Within the Remote Learning period, students agree to:**

- respect the rights of others, including their right to privacy, by refraining from using technology to give out personal information about others. Personal information includes surname, date of birth, address, location, email address, phone number, photos or sensitive information (such as health, gender, religion or race);
- protect their identity by refraining from using technology to give out personal information about themselves;
- not film, photograph or otherwise record members of the Woodline Primary community (students, teachers, staff and visitors)
- follow the law and only obtain and store legal data or applications;
- not seek out, create or transmit any inappropriate or objectionable material. This includes anything which constitutes racial discrimination, sexual discrimination, bullying or harassment.

If there is unacceptable use of ICT by a student, parents will be notified.



### Remote Learning Technology Agreement Form

Prior to the commencement of Remote Learning, parents will be required to read and sign the Remote Learning Technology Agreement Form.

See document: [C.4.1.iii Appendix 4 Remote Learning Technology Agreement.pdf](#)

### Table of Amendments

Version number	Date	Short description of amendment
1.0	June 2020	New policy
Scheduled review date		June 2022

### Related Resources:

- Guiding Principles
- Behaviour Management Policy
- Bullying and Harassment Policy
- Privacy Policy
- Remote Learning Technology Agreement