STUDENT ONLINE POLICY

This PDF contains the following document:

Document 1:
Students Online Policy v2.1
Effective: 28 October 2014
Last updated: 27 August 2015

STUDENTS ONLINE POLICY

EFFECTIVE: 28 OCTOBER 2014

VERSION: 2.1 FINAL

Last updated: 27 August 2015

1 POLICY STATEMENT

The Department of Education (the Department) provides online services to students in public schools for learning-related activities and strives to protect students from exposure to inappropriate online material and activities.

2 POLICY RULES

Principals and teaching staff will:

- only grant access to Department online services after receiving a signed *Acceptable Usage Agreement* signed by the student and parent (for students under 18 years of age) or by the student (18 years and older);
- issue and maintain student passwords in a confidential and secure manner;
- educate students on the risks associated with online activities;
- provide appropriate supervision for students using online services on school sites; and
- take appropriate action in accordance with the *Behaviour Management in Schools* policy where there is an alleged misuse of online services or breach of acceptable use.

Guidance

Further information is available in the Students Online Guidelines.

Stronger passwords should be used by students who can cope with the complexity. For information about passwords refer to the Information and Communication Technologies Security Policy and Procedures.

Measures are put in place to monitor email traffic and Internet access. All activities conducted via the Department's online services may be logged, accessed and disclosed for administrative, legal and security purposes and risk management.

This policy is not related to student use of social media which are services not provided by the Department.

3 RESPONSIBILITY FOR IMPLEMENTATION AND COMPLIANCE

Implementation of the policy is the responsibility of the principal.

Compliance monitoring is the responsibility of line managers.

4 SCOPE

This policy applies to principals and teaching staff.

5 DEFINITIONS

PARENT AND RESPONSIBLE PERSON

In relation to a child, a person who at law has responsibility for the long term care, welfare and development of the child; or the day-to-day care, welfare and development of the child.

ONLINE SERVICES

Any services including, but not limited to, email, calendaring, instant messaging, web conferencing, discussion groups, online file sharing and storage, content management systems, Internet access and web browsing, that may be accessed using the computer networks and services of the Department.

INAPPROPRIATE CONTENT

Content that is considered unsuitable 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 or violence.

6 RELATED DOCUMENTS

RELEVANT LEGISLATION OR AUTHORITY

Copyright Act 1968 (Cth)
Freedom of Information Act 1992 (WA)
School Education Act 1999 (WA)
School Education Regulations 2000 (WA)

RELATED DEPARTMENT POLICIES

Behaviour Management in Schools

Child Protection

Duty of Care for Students

Information and Communication Technologies Security Policy and Procedures

Intellectual Property Policy

National Education Access Licence for Schools (NEALS) Policy and Procedures for DET Publications and Website

Risk and Business Continuity Management

Software Licenses Policy and Guidelines

Telecommunications Use

OTHER DOCUMENTS

Copyright for Schools Guidelines

Music Copyright for Schools

Social Media in Schools: Guidelines for Staff Using Social Media and Other Technologies

Students Online Guidelines

Use of Non-print Texts in Schools

7 CONTACT INFORMATION

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8   REVIEW DATE

28 October 2017

9   HISTORY OF CHANGES

Effective date	Last update date	Policy version no.	Ref no.	Notes
18 March 2008		1.0		Minor (non-mandatory) changes: D12/0433369. Effective date corrected from 18 March 2010 to 18 March 2008.
18 March 2008	12 July 2012	1.1		Minor changes to policy in preparation for new student email service as per D12/0433369.
18 March 2008	28 May 2013	1.1		Minor (non-mandatory) change: Appendix F: Permission to publish student's work or images of student on web sites removed. Noted by Corporate Executive 17 May 2013.
28 October 2014		2.0	D14/0475886	*Students Online Policy and Guidelines* endorsed by Director General on 19 September 2014.
28 October 2014	27 August 2015	2.1	D15/0341875	Updated and removed links. D15/0341833