



Department of  
**Education**

## **STUDENTS ONLINE GUIDELINES**

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# 1 GUIDELINES FOR PRINCIPALS AND TEACHERS

Principals and teachers should maintain an informed view of the relative risks and educational benefits of online activity by their students.

A variety of resources are available from the Australian Government's [Cybersmart](#) site. The resources available include:

- professional learning materials;
- online cybersafety games;
- interactive learning programs;
- lesson plans and units of work;
- online helpline for students;
- information guides;
- presentation materials and
- cybersafety advice for parents.

## 1.1 CONTENT FILTERING

The Department of Education provides a level of content filtering that blocks sites based on category. Blocks are applied to sites that have been identified as unsuitable for the education market. Schools wishing to have further sites blocked at a system level should contact the Customer Service Centre (CSC) on 9264 5555 or 1800 012 828 or by emailing [customer.servicecentre@education.wa.edu.au](mailto:customer.servicecentre@education.wa.edu.au). Many schools also operate local filtering systems to block sites deemed inappropriate for their school in an endeavour to reduce the risk of student exposure to inappropriate content.

## 1.2 PERSONAL INFORMATION, PRIVACY AND CONFIDENTIALITY

It is recommended that teachers advise students:

- Of the risks associated with some online activities and how to adopt protective online behaviour to protect them from exposure to inappropriate online material or activities, suggestions being:
  - Keeping personal details private by using a nickname instead of a real name and always asking parents before giving out name, address or phone number online.
  - Not sharing a username or password with anyone.
  - Thinking before posting. Once posted, a message can be difficult to remove.
  - Not posting information/images that they would not want others to know of or that they would not say to their face.
  - Being respectful of other people's content that they post or share. For example, a photo taken by a friend is their property, and should only be posted online if permission is gained.
- That since some of the online services provided to them by the Department, such as email and online file storage, may contain personal information such as their name, these details should be protected as indicated above.

The Australian Government provides further information on the importance of online anonymity and protective online behaviours available at [Cybersmart](#).

### 1.2.1 STUDENT IMAGES AND INFORMATION

It is recommended that teachers:

- advise students of the possible negative consequences of publishing identifying information on the Internet including their own or other students' images;
- refrain from publishing student images or any student-identifying information on the Internet (for example, surnames), and if such publication is necessary, limit the amount of time the information is online as much as possible;
- confirm that any material planned for publication on the Internet or Intranets has the approval of the principal and has appropriate copyright and privacy clearance (refer to the *Intellectual Property Policy* and *Copyright for Schools Guidelines*);
- confirm that permission to publish work or images of students has been received (refer to consent form at section 2.4);
- use group photos only with subjects in regular school uniform or day clothing when publishing on the Department's Intranet or Internet: photographs of single students (except where receiving an award or similar), and of students in swimming costumes or similar clothing, should be avoided (this applies to images in school newsletters, school handbooks etc); and
- use a school camera for taking student photographs, rather than staff personal cameras, phones or other devices.

### 1.3 EMAIL AND FILE SHARING

It is recommended that principals and teachers:

- encourage students to manage their mailbox, deleting unnecessary email and backing up important attachments; and
- be mindful of the risks of illegal file sharing of music, videos etc.

### 1.4 LOGON REMINDER NOTICE

The notice shown below, or some variation of this notice, could be displayed to all students when logging into the Department's online services:

#### **Appropriate Use of Online Services**

The Department of Education's online services such as e-mail, Internet access, instant messaging and learning services are provided to assist you in your education.

By using these services you agree to obey the rules set out in the Acceptable Usage Agreement and to abide by the Department's policies. You also give consent to logging, monitoring, auditing and disclosure of your use of these services.

Inappropriate use of these services can result in disciplinary action that may include suspension of access to services.

You can view the Department of Education's Students Online policy and other related documents at: <http://policies.det.wa.edu.au/>

## 1.5 MISUSE AND BREACHES OF ACCEPTABLE USAGE

Principals and teaching staff will take appropriate action in accordance with the *Behaviour Management in Schools* policy and the school's Behaviour Management Plan where there is an alleged misuse of online services or breach of acceptable use.

Principals and teachers should:

- follow procedures for fairness and due process where there is an alleged misuse or breach of acceptable usage, for example by investigating any reported misuse and, where possible, accurately retracing misuse to the offender;
- tailor disciplinary action taken in relation to students to meet specific concerns related to the breach (for example counselling, parental involvement, police involvement), and assist students in gaining the self-discipline necessary to behave appropriately when using the online services; and
- promptly address the online publication of defamatory material about staff or students by:
  - hiding/removing/deleting the offending material from view; and
  - keeping a record of the nature of the offensive material and its deletion.

Principals and teachers should also be aware of the steps to take and advice to give, if students notify them of inappropriate or unwelcome online activity by fellow students or members of the public. Such steps may include:

- collecting as much information as possible about the incident including copies of communications;
- emphasising to the student that the event is not necessarily their fault;
- identifying any risky behaviours on the part of the reporting student and counselling them on the need to adopt more protective behaviours; and
- if the incident warrants further attention, escalate it to school and/or Department authorities, notifying police if it is suspected the law may have been broken, such as a possible attempt by an adult to groom or encourage the student to meet face-to-face.

## 2 CONSENT AND ACCEPTABLE USAGE AGREEMENTS

The agreements and forms provide examples of the type of documents that can be used to obtain consent and sign-off for student use of Department provided online services. Principals should:

- adapt the sample agreements to suit the class context and the needs of students, giving particular consideration to the value of having students with disability or younger students sign an agreement; and
- determine how often agreements and consent forms are to be signed as there are three separate examples of agreements provided to cover years K-12.

## 2.1 SAMPLE STUDENT AGREEMENT PACK (PRIMARY STUDENTS K-YEAR 2)

### SAMPLE LETTER TO PARENTS/RESPONSIBLE PERSON AND PERMISSION FORM (PRIMARY STUDENTS K-YEAR 2)

(School letterhead)

Dear parent / responsible person

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the Acceptable Usage Agreement form. Please go through and explain all of the dot points in the Acceptable Usage Agreement to ensure that your child understands the content before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours sincerely

(insert name)

Principal  
(insert date)



## SAMPLE ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS K-2)

### Online Rules

I agree to follow the online rules set out below when I use the Department provided online services:

- I will ask the teacher first before using the school computer or tablet.
- I will not give my password out to others.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

I agree to abide by the *Acceptable Usage Agreement* for school students.

I understand that if I am given an online services account and break any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Behaviour Management in Schools* policy.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_

(and/or parent / responsible person)

**Date:** \_\_\_\_\_

Office use only: Date processed:     /     /

Processed by (initials):

**Note:**     *This Agreement should be filed by the teacher and a copy provided to the student.*



## 2.2 SAMPLE STUDENT AGREEMENT PACK (PRIMARY STUDENTS YEARS 3-6)

### SAMPLE LETTER TO PARENTS / RESPONSIBLE PERSON AND PERMISSION FORM (PRIMARY STUDENTS YEARS 3-6)

(School letterhead)

Dear parent / responsible person

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the Acceptable Usage Agreement form. Please go through and explain all of the dot points in the Acceptable Usage Agreement to ensure that your child understands the content before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours sincerely

(insert name)



### **SAMPLE ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)**

If you use the online services of the Department of Education you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anybody else know my password.
- I will not let others logon and/ or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

I understand that

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- the misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I may be held liable for offences committed using online services.

I agree to abide by the Acceptable Usage Agreement for school students.
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I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

**Name of student:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office use only: Date processed: / / Processed by (initials):

**Note:** *This Agreement should be filed by the teacher and a copy provided to the student.*

## 2.3 SAMPLE STUDENT AGREEMENT PACK (SECONDARY STUDENTS)

### SAMPLE LETTER TO PARENTS AND PERMISSION FORM (SECONDARY STUDENTS)

(School letterhead)

Dear parent / responsible person

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites while at school;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child making appropriate use of these online services, please complete the permission slip attached to this letter. You will also need to ensure that your child reads or understands the Acceptable Usage Agreement, also attached to this letter, before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using the Department's online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the *Freedom of Information Act 1992*.

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours sincerely

(insert name)



## **SAMPLE ACCEPTABLE USAGE AGREEMENT (SECONDARY STUDENTS)**

If you use the online services of the Department of Education you must agree to the following rules:

- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others when online.
- I will not give anyone my logon password.
- I will not let others logon and / or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts without permission from the teacher.
- I understand that I am responsible for all activity in my online services account.
- I will tell my teacher if I think someone has interfered with or is using my online services account without permission.
- I understand that the school and the Department of Education may monitor any information sent or received and can trace activity to the online services accounts of specific users.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not attempt to access inappropriate material online or try to access Internet sites that have been blocked by the school or the Department of Education.
- I will acknowledge the creator or author of any material used in my research for school work by using appropriate referencing.
- I will obtain permission from the copyright owner of any materials inserted into my school work before I subsequently reuse it as a portfolio for employment, in a competition or any other uses other than for my private research and study.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written and well presented.
- I will follow the instructions of teachers and only use online services for purposes which support my learning and educational research.
- I will be courteous and use appropriate language in all Internet communications.
- I will not use the Department's online services for personal gain or illegal activity (e.g. music file sharing), to bully, offend or intimidate others or send inappropriate materials including software that may damage computers, data or networks.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;





## 2.4 PERMISSION TO PUBLISH IMAGES OF STUDENTS AND STUDENTS' WORK

Dear parent or responsible person,

Your permission is sought for the school to publish video or photographic images and/or samples of your child's work taken during school activities.

If you give permission, the school may publish the images internally on Department of Education intranet sites, in online and hard copy school newsletters, Department of Education public Internet websites, school annual magazines and local newspapers. If published externally to an open website or publication, third parties would be able to view the photographs and work.

By signing the attached consent form you agree to the following:

- The school will only publish the first name of the student. Family names will not be revealed.
- The images or work samples would be used for the purpose of educating students, promoting the school, or promoting public education.
- The images or work samples may be reproduced as many times as required for these purposes.

Any video or photograph captured by the school will be kept for no longer than is necessary and will be stored and disposed of securely. Whilst every effort will be made to protect the identity of your child, the Department of Education cannot guarantee that your child will not be able to be identified from the video, photograph or work sample.

Please complete the consent form below and return it to the school by (SCHOOL TO INSERT DATE). This consent, if signed, will remain effective until such time as you advise the school otherwise.

PRINCIPAL  
SCHOOL NAME

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### CONSENT FORM

I agree to the videoing or photographing of my child during school activities for use by the school in educating students and promoting the school and public education. I also agree to the publication of these images or samples of work of (insert child's name) \_\_\_\_\_ in ways including, but not limited to, public web sites or intranet web sites of the Department of Education, school newsletters (print and online), magazines and the local newspaper. I will notify the school if I decide to withdraw this consent.

**Name of student:** \_\_\_\_\_ **Form / Class:** \_\_\_\_\_

**Signature of student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature of parent/responsible person:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Note:** *This consent form should be filed by the school and a copy provided to the parent.*