

Dear Parent/Carer,

**Re: Internet Acceptable Use Policy**

As part of Kingsbury Primary Schools curriculum we offer students supervised access to the Internet. This allows students' access to a large array of online educational resources that we believe can greatly enhance their learning experiences.

However, access to and use of the Internet and school network requires responsibility on the part of both the user and the school. These responsibilities are outlined in the school's Acceptable Use Policy (attached). It is important that this entire document is read carefully and discussed with your child before it is signed by a parent or guardian and returned to the school.

Although the school takes active steps to promote safe use of the Internet and provide the appropriate filters, it recognises the possibility that students may accidentally or deliberately access inappropriate or objectionable material. We therefore provide resources including Child Safe Standards, the School Engagement Policy and the Berry Street and Respectful Relationships curriculum to support this work.

Kingsbury Primary School understands the seriousness of Cyberbullying and the impact it can have on young people. Parents are reminded that schools only have jurisdiction over Cyberbullying that happens at school. They are encouraged to actively monitor their child's Internet usage at home and apply appropriate supervision to ensure a safe and secure online learning environment.

The school respects each family's right to decide whether to allow their children access to the Internet and school network as defined by the school's Acceptable Use Policy. By accepting this agreement, we also expect that students will adhere to our ICT Lab Protocols.

Having read the terms of our school's Acceptable Use Policy, you may like to take a moment to consider how the Internet is used in your own home, and see if there is any way you could make it safer for your own family.

We are committed to working with you to ensure children remain safe whilst online.

Yours sincerely,

Christine Campbell  
Principal

**Documents referenced include:**

School Engagement and Wellbeing Policy  
Bullying Prevention Policy  
Digital Technologies Policy  
ICT Lab Protocols

### INTERNET ACCEPTABLE USE POLICY

At Kingsbury Primary School, we have a Student Engagement Policy that states our school's value and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour.

I agree to use Multimedia/Internet and the school network at our school in a responsible manner for purposes stated by my teacher.

If I find myself in unsuitable locations, I will immediately click on the home or back button and inform my teacher.

When working on the Internet I will:

- Report any incident of Cyberbullying to the teacher.
- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number or parents' work address/telephone number.
- Not use material from other web sites, unless I have permission from the person who created the material. If I am unsure, I will check with my teacher.
- Follow school guidelines and procedures when preparing materials.
- Treat all equipment with care and will not misuse or damage learning technologies equipment and furniture. ***If this occurs, I understand that breaches of the rules will see me lose my computer/Internet/access for a period determined by the Principal.***
- Follow Cyber Safety guidelines and display appropriate behaviour.
- Continue to learn and use digital technologies safely and responsibly.
- Report incidents of Cyberbullying, which occur when I am at home, to my family.

#### Consequences for disregard of the acceptable use guidelines by students

Students of Kingsbury Primary School will be given every opportunity to utilise the learning technologies. They also have a responsibility to use it sensibly and respectfully. Should a student fail to follow these guidelines, the following strategies and consequences will be put in place:

##### First offence

An immediate lunchtime detention and short-term (1-week) suspension from using any learning technologies within the school.

##### Second offence

Immediate Conduct Alert and letter home to parents. This includes a lunchtime detention. The offender will be suspended (1 month) from using any learning technologies within the school.

##### Any subsequent offences

Any subsequent offences will be managed under school-wide welfare and discipline procedures as outlined in the Student Engagement Policy. The offender will incur an indefinite suspension from school learning technologies and a possible suspension from school, dependent on a meeting with parents.

##### Note

All offences should be reported to the Principal.

Should a deliberate or particularly offensive act occur, Step 1 may be bypassed.

### Parent/Guardian Agreement

As the parent or legal guardian of the above student, I have read the **Internet Acceptable Use Policy** and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety but the school cannot be held responsible if students access unsuitable websites. I understand that I am responsible for my child's Internet use at home and monitoring their safety online in external environments.

- I have read and discussed this policy with my child. I agree to assist the school in monitoring my child's online activity.**
- I do consent** to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.
- I do not consent** to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

Parent/Guardian Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Student's Name: \_\_\_\_\_

Student's signature: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

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

\*Please keep the Internet Acceptable Use Policy at home and return the signed one page Agreement to school as soon as possible.