

## School Internet Acceptable Use and Cyber-safety Policy

Review: 2026

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### Rationale

Technological change in education means we are facing the largest transformation in how our students receive, interact with and respond to the learning experience that the teaching profession has ever seen. These changes mean that our school setting now extends beyond the walls of a classroom. Teachers, students and parents are increasingly using digital technologies to teach, learn and communicate hence challenging the traditional concept of a school.

Children and young people are no longer passive recipients of the information that is available on the internet. They actively produce web content and publish their personal information, creative works and comments on sites such as YouTube and Facebook. While some of this does occur within the physical school environment, much will inevitably be posted online from sites external to the school, including home.

As part of the integration of 'Digital Technologies' in the classroom, Moorabbin Primary School has embraced the use of laptops, iPads and computers in the learning curriculum. It is conceivable that many parents may be concerned about a range of issues related to Internet access – such as - 'Cybersafety':

- the types of information to which their children will have access
- the manner in which access will be controlled
- the publishing of images and personal details

Cyber-safety refers to the ways in which people behave safely and responsibly to keep themselves and their friends safe online.

### 1. Aim

**Moorabbin Primary School** has a responsibility to educate children and young people, regarding cybersafety, and address the underlying values (ethics) and behaviors expected of them, in online interactions, regardless of their physical location. It is recognised that access to the Curriculum Network at Moorabbin Primary School and the receipt of a log on user ID entails responsibility.

### 2. Implementation

At Moorabbin Primary School teachers will be the administrator for every social media tool that is created for their students' use. This will allow teachers to moderate and edit content instantly.

### **INTERNET ACCESS**

Moorabbin Primary student internet access is provided via **iinet Education Ministers Division**, a filter that has been established by DET to prevent children from accessing inappropriate sites.

- Use of the Internet by students at Moorabbin Primary School is for educational purposes only. Access to the Internet is provided for research, project and learning activities directly related to the curriculum only.
- Any person who logs on to a computer is responsible for its proper use at all times.
- Students are encouraged to keep passwords secret.
- Teachers and students understand the protocols for password usage and safety.
- Students and their parents will be asked to sign the Internet/Email Code of Practice on Internet usage prior to the student being allowed access to the Internet. This agreement will aim to ensure that parents and students are aware of their responsibilities with regard to appropriate use of the Internet. It is strongly recommended that parents use this agreement as a guide to Internet use for students who have access to the Internet at home.
- Student access to the Internet will be supervised at all times to ensure that it is being used appropriately. Where possible, technological solutions will be used to ensure that student access is limited only to relevant materials.
- Students are only permitted to download a file under the direct supervision of teaching staff. All files downloaded from the Internet are to be virus-checked prior to being opened.
- Inappropriate use of the Curriculum and associated Internet services will result in the user's access being revoked for a period of time as determined by the teacher/school.

#### **ELECTRONIC MAIL (email)**

- Moorabbin Primary School Curriculum Network system administrators have access to all user account directories and data, email, personal web pages, and any other files stored on system servers. They may delete files at any time to conform to system storage needs.
- Student email access will be through a class mailbox under teacher supervision.
- Email accounts are password protected and users are responsible for clearing their mailboxes regularly.
- Restricted access shall be available to guest users for specific or temporary purposes only.
- Students and general users shall have access to their own accounts only.
- Electronic messages such as email will be monitored by teaching staff.

- Personal information such as the student's full names, home address and home telephone number will not be sent by email unless parents have given their specific written approval to do so.
- Email will be used only as a means of exchanging information. In sending emails, Moorabbin Primary students will be reminded that they are representing themselves and the school in a public forum and that in doing so they must respect the rights and feelings of others. Email messages will only be transmitted through our Internet service provider, which has been approved by the Education Department.

### **PUBLISHING ON THE INTERNET**

- Materials published on the Internet by Moorabbin Primary School will be used to present relevant information about the school that is of use to other schools and the wider community.
- No images portraying students of Moorabbin Primary School will be published or transmitted on the Internet unless the parents of students portrayed in that image have given their written consent.
- No article, artwork or image will be published by Moorabbin Primary School or its students without an acknowledgment of the original author/creator. Moorabbin Primary School will abide by all copyright requirements in this regard.
- Pages will be designed to minimise file sizes, thereby reducing the bandwidth and / or connection time for users loading the pages.
- Documents made available for users to download will be virus-checked prior to being made available. Users will be advised to perform their own virus checks prior to opening downloaded files.
- Students will sign an Internet Use Code of Conduct form, which will be counter-signed by their parent/guardian. This form will remain valid for the period of enrolment of each student at Moorabbin Primary School unless approval is withdrawn by the request of parents or changes are made to the school's policy.

### **CYBERSAFETY**

Teachers will teach about the dangers of the following behaviors in their program:

- Posting or participating in bullying or harassment (Cyberbullying - direct verbal or indirect bullying behaviours using digital technologies. This includes harassment via

a mobile phone, setting up a defamatory personal website or deliberately excluding someone from social networking spaces)

- Accessing inappropriate content
- Unwanted contact with strangers
- Posting or sharing personal information, images, photos and passwords
- Using (or stealing) content owned by others e.g. images, music or videos
  
- Plagiarism: taking ideas or information created/ owned by others without referencing their origin
- Accessing offensive or illegal content
- Seeking support from a trusted adult when there is an issue.

### **3. Evaluation**

This policy will be reviewed every four years according to the policy review structure implemented by the Education Committee.

### **4. Resources**

- Victorian Government Schools Reference Guide – Cyberbullying, Cybersafety
- <https://www2.education.vic.gov.au/pal/bullying-prevention-response/policy>
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- Consent forms for internet use  
<https://www2.education.vic.gov.au/pal/cybersafety/policy>

Moorabbin Primary School Internet/Email Code of Practice Years 2-6



**Student Agreement** (Please tick the boxes)

- I agree to use the Internet and email at Moorabbin Primary School in a responsible manner and only for purposes stated by my teacher. I can expect that adequate supervision will be available when I am using the Internet.
  
- At no time will I electronically send out personal information such as my surname, address and phone number or that of my parents/guardians.
  
- When publishing web pages and composing email messages, I will only use language I understand is acceptable in my school and I will always have my teacher's permission to use or send them.
  
- I will not publish a picture or send a picture of myself without first checking with my teacher.
  
- If I receive information that uses inappropriate language or makes me feel uncomfortable I will immediately inform my teacher.
  
- If I access information that is deemed inappropriate by my school I will immediately click on the home or back button and inform my teacher.
  
- I understand that breaches of the above rules will see me lose my Internet/email access rights for a period of time determined by my teacher/school.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parent/Guardian Agreement:**

I agree to my child (full name) \_\_\_\_\_ in Grade \_\_\_\_\_ using the Internet during their period of enrolment at Moorabbin Primary School for research purposes in accordance with the Student Agreement above. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. Please tick the boxes below to acknowledge additional consent or non-consent when your child is using the Internet.

<ul style="list-style-type: none"> <li>I consent to my child having their work published on the school's website.</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>I consent to my child having their first name published on the school's website.</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>I consent to my child having their photograph published on the school's website.</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<ul style="list-style-type: none"> <li>I consent to my child corresponding with others, as deemed appropriate by the teacher, using email accounts set up by the school.</li> </ul>	YES <input type="checkbox"/>	NO <input type="checkbox"/>

Parent/Guardian's name \_\_\_\_\_

Parent/Guardian's signature \_\_\_\_\_ Date \_\_\_\_\_