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

Policy manager: Manager, E-Schooling
Students Online Policy

All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.