

ICT POLICY



Rationale

The internet, combined with the school's ICT program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web. Blogs, social networking spaces such as Face book and instant messaging tools such as MS Messenger are now part of students' and staff 'life on the web'.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

The School has an important role in preparing students for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information (we used to call it 'stranger danger')
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school has developed proactive strategies that help to minimise these risks to our students.

Guidelines

- Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.
- The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.

- 3 Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures (see appendix A).
- 4 While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at [DEECD Acceptable Use Policies](#)
- 5 Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.
- 6 Students and staff must not use the school network in breach of a law or to commit an offence.

Implementation

- The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.
- The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:
 - **Anti-bullying (including cyber-bullying) and Anti-harassment**
 - **Student Welfare**
 - Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.
 - All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.
 - Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).
 - For breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students;

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges

- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

For Staff;

- Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken in line with DEECD guidelines
- Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action.
- While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

4. LINKS AND APPENDICES (including processes related to this policy)

The Key Link connected with this policy is:

- [DEECD Using Technology to Support Teaching](#)

Appendix A: Acceptable Use Procedures (AUP) for the mobile devices and the Internet

Other school policies which are connected with this policy are:

- The school's Anti-bullying (including cyber-bullying) and Anti-harassment Policy
- The school's Student Engagement & Well being Policy

Responsibility

- This policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.
- Date of last review:-
- Approved by Council :-



INFORMATION AND TECHNOLOGY PERMISSION FORM 2014

Dear Parents,

Pembroke Primary School is seeking your support. We have refined our Information and Technology permissions (formally Internet & Ultranet permission) to cater for the changes and advancements in technology. Given that we will be working on all students will be actively using ICT within the classrooms, including emailing experts, interactive whiteboards, School Wiki and Web site development we require your permission to enable students to participate, submit work and include photographs. With these additions to our school, also comes a responsibility for parents, teachers and children.

Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At our school we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber safety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

We ask for your support by reading through the "Acceptable Use" policy with your child and signing where appropriate. This School Council policy covers the conditions and responsibilities associated with the use of E-mail and Internet & Ultranet, and signing indicates that you and your child understand and agree to the policy.

Teachers will discuss these issues with their class in order to clarify any concerns and address questions that students may have. Having access to the tasks is an exciting, and enriching part of our school curriculum, and teaches students valuable skills for their future. Please be aware that the protection of students will be our key priority, however, we also believe that it is important that skills be learnt to cope with the challenges of using technology.

We ask that you return this form promptly so that your child's involvement in these activities can be determined. Should you have any questions or concerns, please contact your child's class teacher or the Principal.

Carolyn Elliot
Principal

Please read policy carefully, sign this form and
**INTERNET & ULTRANET AND E-MAIL ACCESS AT SCHOOL –
GUARDIAN AGREEMENT**

- Use of first name / last initial on the School's web site – this may be in publication of articles etc,
- Use of photo on School's web site or related tasks
- Email using the class's email address to those deemed suitable by the teacher in charge Use of my child's photo / first name last initial in the Newsletters
- Use of child's photo in promotional material i.e. pamphlets, brochures Use of my child's photo in external material such as newspapers
- Permission to access the Internet & Ultranet in school related tasks

Please be aware that where you do not give permission this may affect the opportunities and learning experiences provided to your child. This may be working on the school web site, emailing researchers and having photos taken for use in school tasks, displays etc.

Parent Signature: _____ **Date:** _____

**INTERNET & ULTRANET AND E-MAIL ACCESS AT SCHOOL –
STUDENT AGREEMENT**

I agree to the terms and conditions of the agreement.

I understand that I am required to use the Internet & Ultranet and E-mail for school based tasks with the supervision of a teacher.

I understand that should I misuse the School Network, Internet & Ultranet or E-mail that this will result in consequences as defined in the school's ICT policy

Student Name: _____ **Grade** _____

Student Signature: _____ **Date:** _____

(To be signed by children in Year 2 – Year 6)

Disclaimer: "I understand that this authorisation for the named student below will be valid for their entire duration at Pembroke Primary School. I understand and agree that if I wish to withdraw this authorisation, it will be my responsibility to inform the Principal in writing."

For further support with online issues students can call Kids Helpline on 1800 55 1800.
Parents/carers can call
Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

Part B - Student Agreement

When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).
- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

Definition of Digital Technologies

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

This Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricula activities.

To be kept by the Parent or Guardian

Part B - The schools' support for responsible and ethical use of technology?

The school uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At our school we have a cyber-safe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

These may include:

- provide a filtered internet service
- provide supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement

Should your child be found to use the school's Information and Technology resources inappropriately your child will be counseled and some penalties may apply.

These may include:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of mobile device
- paying to replace damaged equipment
- other consequences as outlined in the school discipline policy

All government school staff will be made aware of their legal responsibilities. As part of the government school principal contract, government school principals are required to plan, implement and monitor arrangements to ensure the safety, security and wellbeing of students.