

INFORMATION & COMMUNICATION TECHNOLOGIES (ICT) USAGE POLICY

Rationale:

The purpose of the School's ICT curriculum is to educate students to safely use, interpret, analyse and evaluate online information.

Information and Communication Technologies allow students to use different tools to connect, create, communicate, collaborate, and investigate. We will teach students how to become an active part of the digital world where the values of digital citizenship and cyber-safety are paramount. Students will be capable users of a variety of technologies and will be aware of safe practices when using the Internet and digital resources.

ICT Tools used for this include a range of hardware and software to perform particular functions. For example, ipads for the use of educational apps and also the computer program, Scratch, to improve students ability to work through logical steps to achieve a goal.

This policy applies to internet access and usage via devices that include, but are not limited to; ipads, tablets, laptops, desktop computers and mobile phones.

The school acknowledges that not all information through the Internet is appropriate and therefore takes measures to prevent access to inappropriate information. As we cannot control all information that is available we focus on responsible use through the 'eSmart' framework which can be found at <https://www.esmartschools.org.au/Pages/default.aspx>.

Aims:

1. To improve student learning outcomes by increasing access to worldwide information and opportunities.
2. To develop safe and appropriate internet usage skills through the 'eSmart' framework.
3. To teach the standards and skills outlined in AusVELS:
 - 3.1 ICT for Visualising Thinking
 - 3.2 ICT for Creating
 - 3.3 ICT for Communicating
4. To make effective use of ICT tools when it is believed to enhance the learning experiences and opportunities across all curriculum areas.
5. To have students and parents in Years 3 to 6 sign and adhere to the Code of Practice. Year Foundation to Year 2 will adhere to this Code of Practice through their classroom work.

Evaluation:

- This policy will be reviewed annually as part of the school's regular review cycle.

This policy was last ratified by School Council in....

November, 2015

What the School will do	What the parent will do	What the student will do
<ol style="list-style-type: none"> 1. Only upload information to the Internet which meets DET Guidelines. 2. Use the Internet for educational purposes. 3. Use school protocols to monitor student behaviour when using computers and the Internet during school hours. 4. Provide Cyber Safety programs that encourage safe usage. 5. Ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency. 6. Students (Years 3 to 6) can be given an email account. 7. Teachers are to notify the ICT Coordinator and Principal of any inappropriate material in electronic communications. 8. Ensure that each student and parent has signed the ICT consent form. This is to be discussed with students before it goes home. 9. All ICT work is to comply with this policy. 10. Teachers will supervise the storage of students' electronic equipment and use reasonable care but neither teachers nor the school are responsible for lost or stolen equipment. 11. The school will apply sanctions if this policy is breached. 12. Regularly revisit 'eSmart' processes and guidelines. 	<ol style="list-style-type: none"> 1. Discuss the ICT Consent form with your child and then sign it and return it to the school. 2. Discuss and monitor relevant aspects of Cyber Safety with your child. 3. Seek further information about Cyber Safety via www.cybersmart.gov.au; public forums or talking to teachers. 4. Parents are, in cases of emergency only, contact the school office to ensure their child is reached quickly, not via technology. 	<ol style="list-style-type: none"> 1. Read the ICT Consent form with their parent before signing it and returning it to school. This must happen before electronic equipment is brought to school. 2. Electronic devices (school/personal) may only be used between 8.45am and 3.45pm, on school days, in line with this policy and with the permission of teachers. 3. Use the Internet for educational purposes. 4. Use the online tools at the school in a responsible manner for purposes stated by the teacher. 5. If an inappropriate site appears immediately click on the home or back button and inform the teacher. 6. Only work on the web for purposes specified by the teacher. 7. Never give out any personal information, For example: age, surname, address, telephone number, parents' work/contact details or any password. 8. Never send a photo of a person without checking with the teacher. 9. Always have the teacher's permission before sending email, texts or online messages between 8.45am and 3.45pm on school days. 10. Compose messages using only language that is acceptable in the school which does not make people uncomfortable in any way. 11. Do not use ICT tools to frighten, threaten, annoy or bully other people. Be aware that this can be illegal. 12. Store photos/videos created at school in their folders on the school server, whilst at school, and delete from their electronic devices on the day they are created. 13. Follow school guidelines, policy and procedures when preparing materials for publication. 14. Place their electronic devices (Switched off/ put onto silent –all sounds) in a designated area within the class space at the commencement of the school day or keep in their school bags. All electronic devices, including mobile phones are not to be kept on their person. These should be collected at the end of the school day. 15. Personal electronic devices are not permitted on school camps/ excursions. 16. Students are advised to mark all their electronic devices clearly with their names. 17. It is strongly advised that students use passwords/pin numbers to ensure that their devices cannot be used (e.g. by other students, or if stolen).

INTERNET / EMAIL / MULTIMEDIA CODE OF PRACTICE

Student Agreement

I agree to use Information and Communication Technologies (the Internet, email, texts and cyber tools) at our school in a responsible manner for purposes stated by my teacher.

When using ICT I will:

1. Only use it for purposes specified by my teacher.
2. Not give out information such as my age, surname, address, telephone number, parents' work address/telephone number or passwords.
3. Never send a photo of a person without first checking with my teacher.
4. Always have my teacher's permission before sending e-mail or online messages.
5. Not compose, send or respond to any messages that are inappropriate or make me or others feel uncomfortable in any way.
6. Show messages or online content that is unpleasant or makes me feel uncomfortable in any way to my teacher.
7. Not copy or access other people's online work unless I have permission.
8. Not use electronic devices to frighten, threaten, annoy or bully other people. This can be illegal.
9. Follow school guidelines, policy and procedures when preparing materials for publication.

I understand that breaches of these rules will see me lose my internet/email/phone access rights for a period of time determined by my teacher or school leadership.

STUDENT NAME:
STUDENT SIGNATURE:
DATE:

Parent/Guardian Agreement:

I understand the school will provide adequate supervision (in line with DET approaches to online use) and that steps have been taken to minimise risk of exposure to unsuitable material.

I understand the rules and expectations about the use of ICT at St Kilda Park PS.

I have discussed these with my child.

PARENT NAME:
PARENT SIGNATURE:
DATE: