



ICT ACCEPTABLE USE POLICY

RATIONALE

The internet provides students with unparalleled opportunities to obtain information, connect with and contribute to the global community. Yarra Glen Primary School provides access to a range of Information and Communication Technologies (ICT) to enhance teaching and learning opportunities and to enrich the learning environment. Yarra Glen Primary School recognises the importance of its role in preparing students for **responsible** use of ICT, which is an essential skill for members of our society.

AIMS

- To provide opportunities for students to engage with innovative information and communication technologies (ICT), to increase their access to information and enhance learning outcomes.
- To develop the knowledge and skills required for the effective use of ICT, together with the judgement and behaviours required for students to be socially responsible and ethical users of ICT.
- To ensure that information published or transmitted on the internet by students or staff under the school's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.
- To clearly communicate guidelines for the appropriate use of computers and other technology to students, staff and parents.
- To provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students of Yarra Glen Primary School.

GUIDELINES

- The school's computing facilities are provided primarily for the educational benefit of students and the professional development of staff.
- Any behaviour that interferes with these primary objectives will be considered an infringement of Acceptable Use.
- Individual users of the school's ICT are responsible for appropriate behaviour and communication on school computer networks. General school rules for behaviour, conduct and standards of communication will apply, as detailed in the Yarra Glen Primary School *Code of Conduct* and *Student Code of Conduct*.
- Users of the school's ICT will comply with Yarra Glen Primary School standards and will honour the agreements they have signed.
- Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using ICT at home.
- Victorian Curriculum (VC) will provide the learning focus, curriculum and standards for ICT.
- Yarra Glen Primary School computer network is provided primarily for students to access information and conduct research. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.

IMPLEMENTATION

- Yarra Glen Primary School will actively support the professional development of all staff to ensure the effective inclusion of ICT into the curriculum.
- Class teachers will incorporate ICT throughout the curriculum and will provide guidance and instruction to students in the appropriate use of such resources.
- Staff will facilitate students' access to online information in support of and to enrich the curriculum, while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students.
- Yarra Glen Primary School encourages students to access the widest variety of information resources available, and actively supports the development of skills necessary to filter, analyse, interpret and evaluate information encountered.
- An ICT coordinator will be appointed, who will liaise with staff and the technical support technician to manage all internet access, maintenance of the school's web site, web filters, and all other issues related to network access by students.
- All students and staff at our school will have censorship filtered internet access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not merely a right to be expected.
- Guidelines on access rights will be defined for different user levels. Restricted access shall be available to guest users for specific purposes only.
- Prior to accessing ICT resources at the beginning of each school year, students and their parents/guardians will be asked to sign an *ICT Acceptable Use Agreement* (Appendix 1), prior to accessing any ICT resources.
- Written consent will be obtained from parents or guardians before any child's photograph, written work or video footage is published on the Internet.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and/or grade level may be used.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
- The school undertakes to ensure that information published on the internet by students or staff is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- All students shall be responsible for notifying staff of any inappropriate material they see when accessing the internet via the school's computer network.
- All staff shall be responsible for notifying the ICT coordinator of any inappropriate material so that access to these sites can be blocked.
- Students are to report any cyber bullying involving members of the school community to their class teacher and/or Principal.
- Parents are responsible for setting up access to and monitoring usage of ICT at home.
- Students who fail to honour the *ICT Acceptable Use Agreement* (see Appendix 1) may incur the withdrawal of their access privileges.

EVALUATION

This policy will be reviewed as part of the school's three year review cycle.

This policy was last ratified by School Council on

TBA



ICT ACCEPTABLE USE AGREEMENT

Dear Parents/Guardians,

Our school recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Yarra Glen Primary School we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Have a *Code of Conduct* and *Student Engagement Policy* that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy and intellectual property including copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.
- Provide parents/guardians with a copy of this agreement.

Mobile Phone Policy

Yarra Glen Primary School strongly discourages the bringing of mobile phones to school by students. However the school recognises that some parents/guardians request that their child/ren bring a mobile phone to school for before and after school safety/security reasons. The school is prepared to allow mobile phones on the premises but only within the parameters of the policy as stated below:

- In general, students should not bring valuable items to school, as they can be easily lost or stolen, which is often distressful for a primary age child.
- Students remain responsible for all of their personal effects whilst at school. Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- There are no reasons why a student needs to have in their possession or use a mobile phone during the school day.

- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- Students are advised that if they bring a mobile phone onto the school grounds during the school day, they need to have written permission from their parents/guardians. They must hand the phone in to their classroom teacher at the commencement of the school day. The phone must be switched off or in silent mode and students can retrieve their phone at the conclusion of the school day.
- If students do bring their mobile phone to school it should be clearly marked with their name.

Students who do not comply with these conditions will have their mobile phone confiscated for the duration of the school day. Repeated failure to comply may result in students being banned from bringing their mobile phone to school.

Please read through and discuss with your child/ren the issues outlined in this *ICT Acceptable Use Agreement*. The statement of *Student Responsibilities* (below) needs to be signed by both the student and their parents/guardians before access to the school's ICT resources will be granted.

STUDENT RESPONSIBILITIES

Responsibility 1

When I use digital technologies I communicate respectfully by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. This can include leaving someone out to make them feel bad.
- don't copy someone else's work or ideas from the internet and present them as my own. I will include the website link.

Responsibility 2

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information.

Responsibility 3

When I use digital technologies I look after myself and others by thinking about what I share online.

This means I:

- never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me

- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don't deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult (if this happens when I am school, I need to tell a member of staff immediately)
- am careful with the equipment I use.

I understand and will follow the responsibilities outlined above. I understand that the use of the internet is a privilege and that inappropriate use will result in a loss of that privilege.

STUDENT:

Name: _____ Signature: _____

PARENT/GUARDIAN:

Name: _____ Signature: _____

DATE: _____