Cranbourne South PRIMARY SCHOOL

Acceptable Use of Information Communications Technology (ICT) Policy

239 Pearcedale Road Cranbourne South VIC 3977 **Tel: 9782 2999**

Email: cranbourne.south.ps@edumail.vic.gov.au Website: http://www.cranbournesouth.vic.edu.au/

Policy Name	Acceptable Use of Information Technology (ICT)	Approved	Wednesday, 20th February 2019
Responsibility	ICT Coordinator	**Review date**	February 2022

Rationale

The purpose of technology use is to engage and inspire all to learn and celebrate achievements. Information Communication Technology (ICT) encompasses a vast array of online tools to increase skills, obtain information, further knowledge and liaise worldwide; providing exciting opportunities for learning.

To ensure that all use of ICT resources are legal, ethical and consistent with the aims and values of our school and the Department of Education and Training (DET) guidelines.

We believe the teaching of cybersafe, and responsible use and behaviour is paramount in the lives of students and is best taught in partnership between home and school.

Aims

- To improve student learning through access to a variety of technology, online resources and forums.
- To develop skills in effectively working within an online environment.
- To ensure all members of the school community are safe technology and online users.

Implementation

- Support access by students to the widest variety of technological resources available, accompanied by the development of skills necessary to analyse, interpret and evaluate information.
- An ICT coordinator will oversee the technical support technician in managing online correspondence and access, maintenance of the school's website, filters, and all other issues related to online access.
- The school ensures that information published online is of a high educational standard; meeting legal requirements and standards in relation to copyright, security, safety and decency.
- Online access rights will be defined for different user levels.
- Technological privacy and security will be recognised and respected at all times.
- Staff and student communication forums will be through a Google class or individual account, under teacher and school supervision. Google accounts will be password protected.
- Staff and students will have censorship filtered online access to the Internet at all time.
- Students are responsible for notifying of any inappropriate material, so that access can be blocked.
- Staff are responsible for ensuring all online usage and published material is screened for appropriateness; notifying the ICT coordinator of inappropriate material, so that access can be blocked.
- Staff are responsible for providing adequate supervision of students during class time and recess/lunchtime management practices, to ensure appropriate use of online resources.
- ICT access will be removed if inappropriate material is published, or failure to notify the ICT coordinator of inappropriate material. Supportive measures will be put into place to ensure understanding of how to use technology appropriately in the future.
- Signed parent and student consent is required to be completed upon school enrolment in order to gain access to technology, online resources and forums or to publish work. The signed forms are valid for the duration of the child/ren enrolment.
- Parents are responsible for their child's use of technology at home. The school will not be held responsible for the inappropriate actions of students outside the school property. If concerns were to arise at school, stemming from the misuse of technology in the home, the teacher and/or principal will consult with those involved, including parents to help develop a resolution.

Resources

- Acceptable use of ICT resources
- Bullying and Harassment Policy
- Bully stoppers
- Digital Technologies (Internet Social Media and Digital Devices) Policy
- School's Statement of Values
- Student Engagement and Inclusion Policy
- Using Digital Technologies to Support Learning and Teaching

Evaluation

This policy will be reviewed as part of DET Recommended review cycle.

CERTIFICATION

This policy was ratified at the School Council Meeting held at Cranbourne South Primary School, on Wednesday, 20th February 2019.

Signed..... School Council President

Signed..... Principal

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*Please sign and return ASAP

ACCEPTABLE USE OF INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) POLICY

PARENT/GUARDIAN AGREEMENT

I have read the Acceptable Use of Information Communications Technology (ICT) Policy carefully and understand the significance of the conditions and agree to abide by these conditions during the course of the current year and for all future years whilst attending the school. I understand that any breach of these conditions will result in internet and technology access privileges being suspended or revoked.
For further support with online issues students can call Kids Helpline on 1800 55 1800, parents/cares can call Parentline 132289 or visit http://www.cybersmart.gov.au/report.aspx

Name of Student(s):		Name of Student(s):	
_____	Class: ____	_____	Class: ____
_____	Class: ____	_____	Class: ____
_____	Class: ____	_____	Class: ____

Parent/Guardian Agreement:
I agree to my child/ren using technology, online resources and forums at school for educational purposes.

I understand the school will provide adequate supervision and that steps are taken to minimise risk of exposure to unsuitable material. I recognise that although the school has monitoring and filtering procedures in place per departmental regulations to restrict access to controversial materials this is not always possible when using the Internet. I understand that my child(ren) is/are asked to use his/her discretion and use technology, online resources and forums with due care and for school purposes only, which includes appropriate usage from home.

I acknowledge that cybersafety is a crucial component of responsible usage of technology, online resources and forums of which password security is of a high priority.

Social media such as, but not limited to, Facebook, Instagram, Snap Chat, KIK and Seesaw, are not used at school. I understand that such social media have minimum age requirements. If the school becomes aware of students with accounts that violate minimum age requirements and use such in a way that is inappropriate or makes another student feel uncomfortable, the school may report to the relevant hosts and/or notify parents.

I give permission for class or individual Google accounts (depending on age) to be generated for my child(ren) to use in collaborative, educational manners.

I allow the school to review my child(ren)'s online account, files and storage in order to determine the appropriateness of specific usage or saved documents in accordance with departmental guidelines and policies.

Parent/Guardian Signature _____
Parent/Guardian Name _____
Date _____

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CRANBOURNE SOUTH PRIMARY

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ACCEPTABLE USE OF INFORMATION COMMUNICATIONS TECHNOLOGY (ICT) POLICY

STUDENT AGREEMENT

I agree to use the technology, online resources and forums in a responsible manner for purposes stated by my teacher and school.
If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working with technology, online resources and forums, I will:

- Use the Internet for educational purposes.
- Not interfere with another person's account.
- Communicate appropriately by thinking and checking that what I write, post or blog is polite, respectful and is in line with the schools values and purpose.
- Not alter the settings of technological devices at school, which may affect functionality.
- Obtain my teachers' permission before sending online correspondence.
- Keep passwords confidential and current.
- Protect my personal information and not share online, which includes my full name, birthday, school, home address and phone number, and protect others' information in the same way
- Promptly tell my teacher if I have received a message or obtained information that is inappropriate.
- Not forward photographs of myself or others, unless deemed educationally appropriate by my teacher.
- Seek to understand the terms and conditions of websites and online communities.
- Not steal or copy someone else's work or ideas online and present them as my own.
- Be responsible and aware that content uploaded or posted stays with me forever.

I understand that breaches of the Student Agreement will see me lose ICT access for a period of time determined by my teacher and/or Principal.

Name of student: _____ Class: ____ Parent signature: _____ Student signature: _____ Date: ____	Name of student: _____ Class: ____ Parent signature: _____ Student signature: _____ Date: ____
Name of student: _____ Class: ____ Parent signature: _____ Student signature: _____ Date: ____	Name of student: _____ Class: ____ Parent signature: _____ Student signature: _____ Date: ____
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