

INFORMATION & COMMUNICATION TECHNOLOGIES (ICT) USAGE POLICY

Rationale:

Information and Communication Technologies allow students to work on different types of data to create information products (reports, multimedia, music) and share their ideas.

ICT Tools used for this include a range of hardware and software to perform particular functions. For example, software such as spread sheets to perform mathematical calculations and digital cameras/mobile phones to capture images.

1. Information and Communication Technologies and the internet provide students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.
2. Information and Communication Technologies impact on student teaching and learning through the ways in which information is accessed, communicated and transferred.
3. The school acknowledges that not all information through the Internet is appropriate or validated and therefore takes measures to prevent access to inappropriate information. As we can't control all information that is available it is the responsibility of staff and students to vet quality and content of information. We focus on responsible use.
4. All devices when used at school will comply with these guidelines.

Aims:

1. To improve student learning outcomes by increasing access to worldwide information.
2. To develop skills in discriminate and appropriate internet usage.
3. To use ICT tools to Visualise Thinking; to Create and to Communicate in line with VELS Curriculum Standards.
4. To utilise the benefits of mobile phones whilst managing the problems they may cause.
5. To have students and parents in Years 3 to 6 sign and adhere to the Code of Practice. Year Prep 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....

December, 2012

| What the School will do | What the parent will do | What the student will do |
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| <ol style="list-style-type: none"> 1. Only upload information to the Internet which meets DEECD Guidelines 2. Use the Internet for educational purposes 3. Use school protocols to monitor student behaviour when using computers and the Internet so it is appropriate 4. Actively support access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered 5. Provide Cyber safety programs that encourage safe usage. Refer to the website www.cybersmart.gov.au 6. 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 7. Students (Years 3 to 6) are to be given an email account (Ultranet or DEECD service provider) or use their own account which is to be closely supervised by teachers between 8.45am and 3.45pm on school days. 8. Teachers are to notify the ICT Coordinator and Principal of any inappropriate material in electronic communications. Parents will be notified as appropriate. 9. Ensure that each student and parent has signed the ICT consent form. This is to be discussed with students before it goes home. A data-base of information from the Code of Practice is to be kept at the office. 10. All ICT based work is to be screened for appropriateness. 11. 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. 12. Apply sanctions in consultation with the ICT Manager in line with the Code of Practice. | <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. This must happen before electronic equipment is brought to school. 2. Discuss and monitor relevant aspects of Cyber safety with your child. 3. Seek further information about cybersafety via www.cybersmart.gov.au ; public forums or talking to teachers 4. Parents will, in cases of emergency, contact the school office to ensure their child is reached quickly. | <ol style="list-style-type: none"> 1. Read the ICT Consent form with your 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 within 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 Internet, email and cyber 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 cyber 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) in a designated, locked storage 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.

If I find myself in unsuitable cyber locations I will immediately click on the home or back button and inform my teacher.

When using ICT I will:

- Only use it for purposes specified by my teacher
- Not give out information such as my age, surname, address, telephone number, parents' work address/telephone number or passwords.
- Never send photo of a person without first checking with my teacher.
- Always have my teacher's permission before sending e-mail or cyber messages.
- Not compose, send or respond to any messages that are unpleasant or make me or others feel uncomfortable in any way. It is not my fault if I get a message like that, but it is my fault if I send one. I need to think about the impact of the message before I send it.
- Show messages that are unpleasant or make me feel uncomfortable in any way to my teacher
- Not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use electronic devices to frighten, threaten, annoy or bully other people. This can be illegal.
- Follow school guidelines, policy and procedures when preparing materials for publication.

I understand that breaches of the rules will see me lose my internet/email/phone access rights for a period of time determined by my teacher and the ICT Team.

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| STUDENT NAME: | |
| STUDENT SIGNATURE: | |
| DATE: | |

Parent/Guardian Agreement:

I understand the school will provide adequate supervision 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.

I do/do not consent to my child having their first name (last initial) published on the school's Internet site.

I do/do not consent to my child having their picture published on the school's Internet site.

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| PARENT NAME: | |
| PARENT SIGNATURE: | |
| DATE: | |