Information and Communication Technology (ICT) Appropriate Use Policy

(Ratified by School Council: November 2014)

1. **Rationale**

   1.1. The internet provides teachers and students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide. This allows students to increase their educational skills, knowledge and abilities.

   1.2. The use of Information, Communications and Technology **(ICT)** resources carries with it responsibilities. Users must, at all times, remember that when using ICT resources they are using the ICT provided to them for educational purposes alone.

2. **Purpose**

   2.1. The purpose of this Policy is to ensure that all use of Glen Waverley Primary School (GWPS) ICT resources is legal, ethical and consistent with the aims, values and objectives of the Department of Education and Early Childhood Development (DEECD) and its responsibilities to the students in its care.

   2.2. The DEECD is an institution charged with the safety and education of children. It also has Occupational Health and Safety (OHS) obligations to employees and students, and as such it must comply with State and Federal anti-discrimination and sexual harassment laws. It is thus of paramount importance that its ICT resources are used appropriately and professionally at all times.

   2.3. DEECD ICT resources must be properly and efficiently used. DEECD ICT resources are not to be used for inappropriate activities for example, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, cyber bullying, stalking, privacy violations and illegal activity, including illegal peer-to-peer file sharing.

3. **Aims**

   3.1. To assist and improve teaching and learning by increasing access to worldwide and current information.

   3.2. To improve students' digital literacy.

   3.3. To develop skills in safe and appropriate internet usage.

4. **Guidelines and Implementation**

4.1. Our school actively supports 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.

4.2. All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected (complex but level appropriate) internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected. If a password has been exposed, it needs to be changed as soon as possible.

4.3. An ICT Committee will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.

4.4. The school will 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.

4.5. Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

4.6. Students email access will be through a mailbox under teacher supervision - any alerts will be automatically forwarded to Assistant Principal, Level Leaders and ICT committee.

4.7. All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.

4.8. All students shall be responsible for notifying their teacher of any inappropriate material so that access to such material can be restricted.

4.9. All staff shall be responsible for notifying the ICT committee and the school technician – via the Job Management System (JMS) – of any inappropriate material so that access to such material can be blocked.

4.10. Consequences of publishing, accessing or failing to notify the ICT committee of inappropriate material shall include the removal of access rights for students.

4.11. Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students through works published online, only the student's first name and last initial will be used.

4.12. The downloading of iPad apps or programs is limited to teachers, members of the ICT committee and school ICT technician. Students are not to download apps or programs unless they have the express permission and supervision of a teacher.

4.13. Year 5 and 6 students must accept the terms of the iPad Acceptable Use Agreement prior to connecting their iPad to the school network.

4.14. Costs associated with personal internet usage and the unpermitted download of apps on to personal or school iPads will be borne by students.

5. **Appropriate Use at School**

   5.1. The primary purpose of the 1:1 iPad program and the classroom ICT is to provide students with powerful ICT tools which will promote personalised and differentiated student-centric learning.

   5.2. At no time during school hours can a student use an iPad (school owned or personal) or a Notebook for game playing or communication which is not directly related to their learning task. This is to be strictly adhered to and appropriate use will be heavily monitored by teachers (in the classroom and during specialist sessions). For the purpose of appropriate use, school hours are considered to commence when the student enters the school grounds and cease once the student exits the school grounds.

   5.3. At no time will the student's iPad be allowed to be used during recess and lunch breaks, unless the student is undertaking a learning task with the direct supervision of a teacher.

   5.4. Students that use ICT inappropriately during school time will have access to the school's network and computers revoked for a period of time. If inappropriate behaviour persists, parents will be contacted and consequences implemented that are in line with the GWPS Student Management and Behaviour Guidelines.

   5.5. Students are to only take photos and record sound or video when it is part of their learning task and when they have teacher approval.

   5.6. Students are to seek permission from students and teachers involved prior to taking photos, recording sound or videoing them.

   5.7. Permission is to be sought from the teacher prior to uploading any content (pictures, sound recordings, videos) to blogs, wikis and other websites.

6. **Cyber Bullying**

   6.1. Bullying in any form is unacceptable. Bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyber bullying. Cyber bullying can be very destructive and will not be tolerated at any level. Serious consequences exist for students who choose to bully others via any medium.

   6.2. Professional development for staff, students and parent community will be provided on an annual basis, with Australian Communications and Media Authority (ACMA) visiting bi-annually.

   6.3. At the start of the year, each classroom teacher is to clarify with students the school policy on bullying, including cyber bullying.

   6.4. The curriculum will include anti-bullying programs such as the Cybersmart Digital Excellence Badge, ACMA internet safety awareness presentation, Cyber Quoll and other level appropriate content will be implemented at the beginning of each year across the whole school.

   6.5. Incidents of Cyber bullying will be managed using the GWPS Student Behaviour and Management Guidelines.

   6.6. All students to be provided with individual and confidential (complex but level appropriate) computer and network passwords. Processes to be put in place to ensure tracking of student activity on the school's computer equipment and network. Firewalls to be installed to eliminate outside traffic into the school's network and intranet.

   6.7. The use of mobile phones by students will be limited to emergency situations where parental contact is required. Consequences as per the GWPS Student Behaviour and Management

Guidelines will be implemented for any students who misuse mobile phones without the express permission of a teacher or employee of The School.

6.8. The provision of programs that promote inclusiveness, resilience, life and social skills, assertiveness, conflict resolution and problem solving will form an integral part of our curriculum. In particular, peer mediation, buddies and the 'You Can Do It!' programs will be central to our curriculum.

6.9. Electives (Smart 8) and structured activities (Lunchtime Sports, Writers club, etc.) are available to students at recess and lunch breaks and provide students with additional opportunities to utilise ICT to enhance their learning.

7. Violation of Acceptable Use of ICT

If a *staff member* is found to be misusing ICT in any manner, then this matter will be handled on a case by case basis by the Principal and in accordance with DEECD guidelines.

If a student is found to be misusing ICT in any manner, then this matter will be handled on a case by case basis in accordance with the 'Student Acceptable Use of ICT Agreement' and/or the 'iPad User Agreement'.

Post- Violation Strategies

7.1. It is important that appropriate strategies are put in place after an incident has been reported and has been resolved for all students involved. All matters of ICT violation are to be recorded under the student's record on GradeXpert (whole school student tracking software).

Appropriate strategies may include:
7.1.1. Reinforcement of positive behaviours.
7.1.2. Incident reporting via GradeXpert.
7.1.3. The discussion of appropriate behaviour strategies.
7.1.4. Ongoing monitoring of students; including ICT usage monitoring.
7.1.5. Follow-up meetings regarding each child's management strategy.
7.1.6. Ongoing communication with parents.

8. The Information and Communication Technology (ICT) SSP Team

The ICT Committee will be formed each year, known as the "ICT School Strategic Plan (SSP) Team". It will consist of at least five members of teaching staff, ranging from Foundation to Year 6 and include a member of the Specialist Subject Teaching Team. The Team Leader may also be a member of the School Executive Team. The ICT SSP Team will meet on a regular basis to discuss curriculum matters and monitor progress against goals outlined in the School Strategic Plan (SSP) and the Annual Implementation Plan (AIP).

9. Budget Expenditure

The ICT Sub-Program Budget is to be managed by the ICT SSP Team Leader. The amount of funds available to the ICT SSP Team may vary in accordance with whole school priorities and the distribution of funds as outlined in the annual Student Resource Package, Indicative Budget and Confirmed Budget.

10. RELATED LEGISLATION:

DEECD Acceptable Use Agreements and Consent
http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx

DEECD ICT Security Policy
http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/ictsecurity.aspx

ICT School Planning
http://www.education.vic.gov.au/school/teachers/support/pages/planning.aspx

E-Smart Schools
https://www.esmartschools.org.au/Pages/default.aspx

Council of International Schools (CIS)
http://www.cois.org/

11. RELATED POLICIES:

Curriculum Policy

ICT as a Teaching and Learning Tool Policy

1:1 iPad Acceptable Use Agreement

12. POLICY EVALUATION

Evaluation will be conducted bi- annually by the ICT SSP Team.

13. DUE DATE FOR REVIEW

Due for review in November 2016.