Flinders View Primary School and Preschool
Information and Communication Technologies Policy

RATIONALE

At Flinders View Primary School, the use of Information & Communication Technology is required for all students. The Internet is a valuable tool to be used as a supervised resource by students. Information & Communication Technology may be used on our local area network, on our intranet via DECD network, using the Internet to access global websites or other digital communication services. A range of digital equipment may be used including computers, laptops & other portable devices (such as iPads).

Information and Communication Technologies (ICTs) are provided for staff and students of the school to:

- Enhance learning opportunities
- Promote learning achievement
- Support the professional work of staff in the school; and
- Enhance the school's administration and management of information.

Flinders View Primary School has a duty of care toward both students and staff. Consequently the use of ICTs within the school by students and staff must be responsible, legal, appropriate and for educational purposes. In addition, the use of ICTs is to be consistent with the aims, values and objectives of the school.

Our school values (Respect, Honesty, Teamwork and Responsibility) in addition to The Games Factory "Golden Rules" are the qualities to which we aspire in behavior and relationships with each other especially when using Technology.

1. *If you don't know why you're doing something then don't do it because it's most likely wrong.-* **HAVE REASONS FOR THE THINGS YOUSAY AND DO**
2. *We don't come to school to be better than others. We come to school to better ourselves by being able to work with others-* **PURSUE YOUR PERSONAL BEST NO MATTER WHO YOU WORK WITH**
3. *We do the right thing because it's the best thing to do.-* **IT TAKES GREAT STRENGTH TO BE SENSIBLE**
4. *School is about stepping bravely into the unknown. The unknown is often uncomfortable. The braver you are, the more you learn.-* **BE BRAVE – PARTICIPATE TO PROGRESS**
5. *If someone is unlike you, seek to understand them.-* **TREAT OTHERS AS YOU WOULD LIKE THEM TO TREAT YOU**

CYBER SAFETY

We abide by these values when using Information & Communication Technology. Therefore, we do not tolerate any form of bullying especially when using technology. We are determined to create a school where all children feel safe and in which all children learn to take responsibility for their actions. In affirming children for their efforts and in ensuring that all children receive the attention they deserve, we seek to create a secure environment, where children feel secure, are encouraged to speak, listen and to take an active role in their learning. In this way we support the children, as they grow, to become functional and successful members of society.

However, the use of digital tools such as computers, the internet, email and electronic communication must be used appropriately to ensure that problems do not arise. Potential problems which can arise may include: defamation, intellectual property, copyright issues, sexual harassment and discrimination, criminal issues, such as hacking, and intentionally spreading viruses.

Flinders View Primary School takes great pride in students' work and other achievements. On some occasions students work and / or photos may be published on the internet or in a hard copy form which is made available to the general public. On these occasions we recognise that the child's safety and family privacy are paramount.

PURPOSE

For the purposes of this policy, Information Communication Technology (ICT) is defined as any technology, which allows for knowledge creation. Therefore, the term includes technologies used by staff and/or students at Flinders View Primary School that enhances the opportunities for learning such as, but not limited to, computers (and any accompanying and accessible software) and their peripherals, digital still and video cameras, scanners, interactive whiteboards, data projectors and photocopiers.

The term, 'inappropriate' in this policy is defined as being unrelated to specific teaching and learning outcomes as established by Flinders View Primary School staff in accordance with DECD ICT Policy.

Computing facilities are provided primarily for the educational benefit of students and the professional development of staff. We want all our students to recognise and realise the full potential of Information Communication Technology and become productive members of a future society in which computers will become an increasingly important component. The School will provide training for students in computing and Internet use, and also will make users aware of the school ICT Policy.

PLEASE NOTE: Behaviour that interferes with these primary objectives is unacceptable and may result in ICT use being restricted entirely.

AIM:

Access to ICT is available to assist students with their education. Staff are to implement teaching and learning programmes that recognise the importance of teaching key skills associated with ICT as identified in the Australian Curriculum. Although teachers will be vigilant towards student use of ICT, it is the responsibility of individual students to ensure that any material they view is appropriate. Inappropriate use of ICT - including, but not limited to, personal inappropriate emailing, downloading inappropriate files, engaging in violent games, participating in cyber-bullying activities or accessing other students files or work - will not be accepted.

Students using ICT outside these guidelines will be barred from ICT use for 4 weeks, in the first instance, and for longer periods if they continue to use ICT inappropriately. The intent of consolidating computers and related ICT in a designated space is to provide a stronger focus for the teaching and learning of ICT.

As such, the following guidelines should be recognised as important aims:

1. Priority will be given to students using ICT for educational purposes i.e. research, publication and completion of computer projects, assignments and tasks related to formative assessment.
2. Appropriate use of language must be used in all activities including email and social networking sites.
3. Consideration must be given to other users of ICT, ensuring all users receive equal computer time.
4. Sound levels need to be moderated to avoid inconvenience to other users.
5. Computers are expensive and somewhat fragile and must be treated carefully.
6. Students and staff must adhere to the DECDs Internet Usage Policy, ICT Policy and Personal Communication Devices Policy.

IMPLEMENTATION:

Students are **NOT** to:

1. Attempt to repair hardware without permission.
2. Reset computers or change computer preferences.
3. Unplug cables or equipment.
4. Knowingly infringe copyright.
5. Carelessly or deliberately waste resources (all printing must be first approved by the supervising teacher).
6. Fill-in questionnaires or other interactive forms on the Internet without permission.
7. Download programs or games without teacher permission.
8. Access, post, submit, publish or display harmful matter or material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs.
9. Vandalise. Such actions will result in the cancellation of user privileges (vandalism includes the intentional uploading, downloading or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user).
10. Read other users' mail or files; they shall not attempt to interfere with other users' ability to send or receive electronic mail, nor shall they attempt to access, delete, copy, modify or forge other users' mail or social networking accounts.

Students **SHOULD** always:

1. Keep passwords safe and do not share them with other people.
2. Close a web browser immediately after the discovery of inappropriate internet content and inform the teacher.
3. Report other people breaking these rules.
4. Follow the teacher's instructions when using ICT.
5. Follow safe Internet use practices by not disclosing personal information.

IPADS/TABLETS

Students and staff are not permitted to download any apps, with the exception of the Principal, ICT Coordinator, Learning Support Staff and the School Services Officer (SSO). IPads/Tablets will have restrictions enabled to prevent access to inappropriate content and only applications deemed educationally appropriate will be downloaded. Teachers are responsible for charging and securely storing these devices on a daily basis.

PROCESS:

A form about work and photo usage will be issued upon enrolment of the student in the school. Students currently enrolled in the school will be issued with a form explaining Information & Communication Technology Usage (if they haven't been already).

A child's work or photo may be published using Information & Communication Technology (This may include the Internet). The school will not be seeking special permission to do this. If a student's photo appears only their first name will be used if any names are published on World Wide Web pages. Newsletters will also be published online & sometimes full names may be published but not with any pictures.

If parents do not wish their child's image or work to be published in this way please notify the ICT coordinator in writing of this matter. Is not this included on the ICT user agreement form – I thought parents give consent for this part

All students' internet, email & electronic communication usage will be monitored. Breaches of the Usage Policy will be dealt with appropriately.

Students (Preschool-Year 7) and all parents are required to sign a Student User Acknowledgement.

If anyone believes that there is a breach of our ICT Policy they should:

1. Inform the Teacher/ICT Coordinator,
2. Switch off the screen discretely, leaving material on the computer, so that it may be recorded and traced.
3. Teachers need to make sure that no one else is exposed to breaches of the ICT Policy.
4. After recording the site details in private close it.
5. Report serious matters to the Principal as well as the ICT Coordinator.

FOR FURTHER GUIDELINES ABOUT CYBER SAFETY REFER TO:

http://www.cybersmart.gov.au/Parents.aspx
http://www.staysmartonline.gov.au

REFERENCES:

- St Mary's Primary School, Casino ICT Policy – 2014
- Blue Mountain Grammar School ICT Policy
- St Mary MacKillop's ICT policy