Onslow Primary School ICT Policy

Rationale

The provision of internet and online services at Onslow Primary School will expand the range of teaching and learning opportunities available to staff and students for the purpose of improvement in learning outcomes and effective integration within the curriculum.

The purpose of this policy is to assist all school users in becoming aware of information, obligations and procedures that need to be followed to ensure the effective use of technology. Online services (Any services including, but not limited to, email, calendaring, instant messaging, web conferencing, discussion groups, online file sharing and storage, Internet access and web browsing, that may be accessed using the computer networks and services of the Department) provided to students in public schools will only be used for learning related activities and require informed parental consent and appropriate management.

Purpose

The use of technology in schools including Internet and Online Services enables staff and students to:
- learn, use and handle information and communicate effectively in a rapidly evolving society. The use
- of these technologies will provide many direct and indirect benefits to staff and students.

These include:
- the ability to have access to up to date and relevant information
- the opportunity to use and manipulate information and resources to suit a specific purpose
- the ability to work independently as well as collaboratively
- the opportunity to access learning resources, projects and information regardless of the user's location
- the ability to develop the skills to approach learning in a manner that is both receptive and critical
- the opportunity to apply problem solving skills in an authentic environment
- access to local, interstate and international competitions
- access to vast libraries of information from sources throughout the world
- the ability to interact and collaborate with other students and knowledgeable adults
- the acquisition of knowledge and transferable skills that will be useful throughout their lives
- the opportunity to publish their own material to a wide audience
- to learn about new and relevant technologies to develop life skills

Department of Education Guidelines

- All Department online services including Portal, email, Connect, online document storage, Intranet and Internet access must be used responsibly and in accordance with Departmental policies.
- By accessing any Departmental online services staff and students give full agreement and commitment to comply with all Departmental policies and also give consent to logging, monitoring, auditing and disclosure of the use of these services.

- Inappropriate use of these services can result in disciplinary action that may include suspension of access to online services, dismissal or termination of contract.

Onslow PS Guidelines

The use of Information Communication Technologies (ICT) will be developed as part of an overall teaching and learning program. Students will have access to the Internet and Online services under teacher direction through the school's computer network. Although student use of the Internet will be of an educational nature, it is possible that they may come across material that is not in accord with school or family values. As a school we explicitly teach Internet Safety and provide students with procedures to deal with these situations, and we would also encourage parents to discuss these matters with their children.

Access Provision and Appropriate Use

General
- The primary use of the Internet and Online Services is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes.
- Students and staff are required to be aware of and practice responsible copyright procedures for both print and electronic materials. http://www.smartcopying.edu.au/
- At the beginning of each year, students will complete an online cyber safety program: (https://www.esafety.gov.au/kids)
- Parent and Teacher resources on e-safety are available at www.esafety.gov.au , https://www.staysmartonline.gov.au/

Students
- All students are required to sign an Acceptable Use Agreement (attached) and parents are asked to sign to acknowledge the terms and conditions of this. The completed agreement will be kept on file in classrooms.
- The Internet can only be accessed by students under direct supervision of staff. On no account are the students to access the Internet unsupervised.
- Students are not to print without the permission of the teacher and responsible use of printers is encouraged in order to conserve resources.
- Games can only be played that have an educational purpose and with the express permission of a teacher.
- Students who deliberately abuse the Acceptable Use Agreement will be subject to school disciplinary procedures that may include loss of user privileges.
- Students will immediately report anything abnormal to the teacher for follow up. eg viruses, alert boxes, inappropriate sites/images etc.

Staff
- Staff will integrate ICT into their current teaching program to support student learning.
- It will be each class teacher's responsibility to ensure that students are aware of the responsibilities and obligations of the Acceptable Use Agreement mentioned above.
- Staff will consistently use iPads in their learning program.
- Staff are required to use augmented sound systems where installed. (Red CAT)
- Staff are required to establish a method of communicating with parents (eg. Group email, Connect, Seesaw)
- Staff will ensure rest breaks are undertaken to look after eye health and will guide children on correct posture when using an electronic device.
- Staff will ensure that all students whose images are to be displayed online have appropriate parental consent. (Completed during enrolment process)
- Staff will ensure that all students using the internet have parent permission to do so. (Completed during enrolment process)

- Staff will use filters when displaying content from You Tube and other video presenting programs.

School/Department of Education
- The school/DOE will take steps to block inappropriate sites/web pages.
- The school will provide staff with the opportunity to access Professional Learning in order to increase their ICT skills and knowledge.

Security
The curriculum network and Department of Education administration network have been integrated to allow staff members access to DoE resources. Due to the confidential nature of items stored on these networks it is imperative that security procedures are adhered to:

- Staff must not allow students access to a computer that is logged on to the administration network. (Logged on with your e#)
- Staff and students must log off a computer when it is no longer required.
- Do not open any files attached to an email from an unknown or suspicious source.
- Delete chain and junk emails immediately.
- Teachers saving work to MY Documents or the desktop on school computers risk losing everything unless they back it up separately.
- Staff must restrict the amount of data saved on the school server to within reasonable limits. (Department recommends less than 10 GB per person)
- Staff are required to change their password every month via the portal.
- All videos and images must be saved to the media drive.
- Staff taking student photographs on personal devices will transfer these to the media drive as soon as practical and delete the original image.

Conclusion

This policy has been developed so that students, parents and staff are fully aware of the Information and Communication resources available at Onslow Primary School while at the same time bringing attention to the specific requirements of Internet and Online Services within a school setting. Every effort is made to ensure that access to these resources is monitored, embedded within the curriculum and will be for appropriate educational purposes.

Supporting Documentation
ICT Acceptable Use Agreement 1-3
ICT Acceptable use agreement 4-6

ICT Acceptable Use Agreement

1-3

I have talked with my teacher about the on-line rules set out below when I use the internet, iPad or any digital device:

- I will ask the teacher before using a technological device such as an iPad or computer.
- I will follow all instructions from teachers when using any electronic device.
- I will only use the program or app on the computer or iPad that my teacher has told me to.
- I will only log in using my own account details if I need to log in.
- I will tell the teacher know if I see anything that makes me feel uncomfortable.
- If I notice an issue or problem, I will tell my teacher.
- I will only copy work or photos from the internet if I have asked the teacher and say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others without checking with the teacher first.
- I will take care when using the computer equipment/iPad.
- I will not change the device settings.
- I will not use the school computers/iPads to be mean, rude or unkind about other people.

I understand that:

If I use the internet, iPad or any digital device in a way that I shouldn't, I may not be able to use these in the future.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I break any of the rules in the agreement, it may result in disciplinary action, determined by my teacher and/or the Principal in accordance with the school's Behaviour Management Policy.

Name of student:_____   Signature of Student:_____

Name of Parent:_____   Signature of Parent:_____

☐ I give permission for my child's work to be published to the internet (webpage, blog etc)

Date:_____

ICT Acceptable Use Agreement

4-12

I have talked with my teacher about the on-line rules set out below when I use any digital device to access the internet or a log-on account:

- I will only use a technological device such as a laptop, iPad or computer with permission from the teacher.
- I will follow all instructions from teachers when using any electronic device.
- If I see any information on the computer that makes me uncomfortable, I will tell my teacher/parent straight away.
- I will only log in with my own account unless instructed by my teacher.
- If I notice an issue or problem, I will tell my teacher.
- I will use material from Internet sites or other sources only if I have permission to do so.
- If I use material in my work that I have found on the Internet, I will say where it comes from.
- I will make sure that any email that I send or any work that I wish to have published is my own, polite, carefully written and well presented.
- I will not reveal personal information including names, addresses, photographs, credit card details or phone numbers of myself or others without checking with my teacher first.
- I will THINK before putting anything online through a public forum or email and understand that once it is out there, you can never get it back.
- I will not damage or disable the computers, computer systems or computer networks of the school, Department of Education or any other organisation or person.
- I will take care when using the computer equipment and will not change the device settings.
- I will only download or upload material to the school network and the Internet with the permission of a teacher.
- I will not illegally copy software or knowingly spread computer viruses.
- I will not use social networking sites or applications (such as Facebook, Twitter, Instagram, iMessage, Facetime, Kik or Skype etc.) at school.
- I will not use any device to be mean, rude or unkind about other people.
- I will refuse to join in when I see someone being cyberbullied and instead, show the bullying message to an adult.
- I will not install any applications, programs or extensions to my computer device that will distract myself or others from learning, without permission from my teacher.
- I will not listen to any audio or music on my device without permission from my teacher.

I understand that:

- I will be held responsible for my actions while using online and school network services and for any breaches caused by allowing any other person to use my online services or network account.
- The misuse of these services may result in the withdrawal of access to services and other consequences in accordance with Onslow Primary School's Behaviour Policy.

I agree to abide by the acceptable usage agreement for school students.

I understand that if I break any of the rules in the agreement, it may result in disciplinary action, determined by the classroom teacher and/or the principal in accordance with the school's Behaviour Management Policy.

Name of student:_____   Signature of Student:_____

Name of Parent:_____   Signature of Parent:_____

□ I give permission for my child's work to be published to the internet (webpage, blog etc)

Date:_____