

ACCEPTABLE USE OF ICT

POLICY



**Effective:
March 2019**



ACCEPTABLE USE OF DIGITAL TECHNOLOGY POLICY

PURPOSE

Freshwater Bay Primary School is committed to ensuring that all students are aware of how to safely use technology. At Freshwater Bay PS, computers are used to enhance teaching and learning in several ways: communication, publication, researching and learning basic skills. This policy will provide guidelines so that students, staff, parents and the wider community have the courage and wisdom to promote appropriate use of ICT.

SCOPE

This policy applies to all Freshwater Bay PS staff and students.

DEFINITIONS

Definitions specific to this policy include:

Term	Definition
ICT	Information and Communication Technology includes the use of computers, devices, the school network, the Internet, digital/video cameras and scanners.
Inappropriate Content	Content that is considered unsuitable or harmful to students. It includes material that is pornographic, racist, sexist, inflammatory, threatening, hateful, obscene or abusive in nature or which promotes or encourages illegal activities or violence.

1. PRINCIPLES

- 1.1. In all matters the educational well-being of students is the first priority.
- 1.2. To create a school culture where all students, staff and parents use ICT appropriately.
- 1.3. To raise awareness among staff, students and parents about inappropriate use of ICT.
- 1.4. To actively promote appropriate use of ICT.
- 1.5. To create a climate where we learn with technology.

2. ROLES AND RESPONSIBILITIES

- 2.1. Freshwater Bay PS Staff will make every effort to ensure that all students are aware of how to safely use ICT.
- 2.2. The Principal is responsible for establishing and maintaining processes for managing the use of ICT and ensuring that all students and parents are aware of, and accept our technology user agreement that aligns with the Departments policy.
- 2.3. The Principal is responsible for resolving misuse of ICT at a local level.

3. PROCESSES AND PROCEDURES

- 3.1. Issues regarding inappropriate use can be raised verbally or in writing with a member of staff in the first instance and the Principal following this.
- 3.2. Inappropriate use of ICT by a student will be reported to parents or guardians.
- 3.3. A person who is subject to inappropriate use of ICT is entitled to be informed of the inappropriate use.
- 3.4. Members of staff will maintain confidentiality and impartiality when dealing with each matter and seek to resolve matters at the school level where possible.

SCHEDULES

Appendix 1 – ICT Acceptable Use Agreement

RELATED DOCUMENTS

Department of Education Students Online Policy
Department of Education Telecommunications Use Policy
Department of Education Internet filtering – protecting students online

FURTHER INFORMATION

Further information about this Policy can be obtained by contacting the Principal of Freshwater Bay PS.

VERSION HISTORY

Version	Approved By	Approval Date	Review Date	Sections Modified	Owner	Implementation Officer
1.0	SCHOOL BOARD	26/03/19	26/03/20	New Policy	Principal	Principal

ICT Acceptable Use Agreement

Information and Communication Technology (ICT) includes the use of computers, the school network, the Internet, digital/video cameras and scanners.

At Freshwater Bay Primary School ICT is used to enhance teaching and learning in several ways: for communicating with other people, for publishing students' work, for research and learning basic skills.

Dear Parents/Carers,

In an effort to develop in our students a responsible attitude when using computers and other electronic equipment, an agreement outlining some basic rules has been created. This agreement is a promise to behave courteously, cooperatively and appropriately in all situations when using electronic equipment.

Teachers will discuss the rules outlined but we would appreciate your support in discussing them further with your child. Students and parents may sign the agreement then return it to school. Students will be permitted to use computers in the school once this agreement has been signed and returned to the school.

(Note: while every reasonable effort is made by schools and the Department of Education and Training to prevent student exposure to inappropriate online content when using the Department's Online Services, it is not possible to completely eliminate the risk of such exposure. The Department cannot filter Internet content accessed by your child from home or from other locations away from school. The Department recommends the use of appropriate Internet filtering software.)

Thank you for your cooperation.
Mr Simon Reid (Principal)

The rules we follow at Freshwater Bay Primary School when using computers are:

General Use

1. I will use the school computer only with the permission of the teacher.
2. I will follow all instructions from the teacher when using computers.
3. When I am using ICT I will use my time effectively and do only the task I am meant to be doing.
4. I will work co-operatively when I am using ICT.
5. I will take care of the schools' hardware and software.
6. I will only use school software.
7. I will start and shut-down the computers correctly.
8. I will not use the school's equipment for anything which is against the law, is wasteful of resources or which would inconvenience other people; for example
 - Printing more copies than I need.
 - Print directly from the internet.
 - Downloading large files which slow down the network. ie music, video, live sites/games, streaming.
 - Change the setting on computers. For example: Change the desktop background and rearrange the program icons.
 - Damage or disable computers or any part of the network.

9. I will log off the computer when I have finished my work or shut down if I am the last user of the day
10. I will keep my password/s to myself, not seek the passwords of others or change the passwords of other people.
11. I will only work on my own work and store it in my folder/file or on my own removable disk. I will not log on to or use any account other than my own.
12. The thumb drive I use will ONLY have school related files saved on the removable disk.
13. I will scan my USB drive for viruses before I start using it on the school system.
14. I am aware that viruses can be spread between computers through e-mail and using thumb drives that have not been checked by virus scanning software and I will check with my teacher before using a removable disk/thumb drive on a school computer.

Online Use – (Including Internet, and Email)

15. I will not let others access my online account or access the account of another person.
16. I will only access web sites that are relevant to the information I need for school and have been approved by my teacher.
17. If I see or hear anything on a web site that I am unhappy with or unsure of, I will click the Home button and tell my teacher immediately.
18. When I use the DoE portal for e-mail, forum boards or supervised chat rooms the messages I send will be polite and sensible and I will not be unkind or inappropriate about another person.
19. I will **not** give out any personal information about **myself or others** unless I have permission from a teacher. eg. name, address, phone number, photographs, parents' names etc...
20. If I receive any messages that I do not like/are inappropriate I will tell a teacher immediately.
21. I know that the school may check my computer files, may monitor the Internet sites I visit and access all my incoming and outgoing emails and that I am responsible for anything that happens when my online account is being used.
22. If I use material in my work that I have found on the internet I will say where it comes from and only use it if I have permission to do so.
23. I will not copy other people's work into my work, and call it my own. This includes pictures and information I find on the Internet and CD-ROMs. (Copyright Regulations)
24. I know that if I break any of these rules, then I will be unable to use the computers at school. I will need to re-negotiate how or if I may be allowed to use the school computer system.
25. I know that I may be legally liable for misuse of the computer and that the police may be contacted.

As a responsible computer user at Freshwater Bay Primary School I will follow the above rules.

We have read this policy and agree to abide by the conditions and consequences stated in this policy.

Student's Name: _____

Student's Signature: _____

Year Level: _____ Class: _____

Parent/Carer's Signature: _____

Date: _____