



Preston West Primary School Information and Communication Technology Policy

Vision

Our vision for Information and Communication Technology (ICT) at Preston West Primary School is that all students have access to ICT and ICT teaching that supports and extends their learning beyond the walls of the classroom.

Teachers are supported to integrate ICT into their practice, allowing them to plan and deliver high quality, targeted learning experiences that are enhanced by technology.

Students will become safe, smart and responsible users of technology; and have the skills to find, explore, analyse, exchange and present information in an effective and creative way.

Aims

- To develop student skills across the five interrelated elements of the ICT capability learning continuum as outlined in the AusVELS.
- To use ICT to provide open ended, authentic and relevant tasks to stimulate and engage our students, and cater to their individual learning needs.
- To develop the safe, smart and responsible use of technology throughout our school community.
- To provide teachers with support to develop and enhance their understanding of ICT.

Guidelines

- Students will understand and commit to the Preston West Primary School Acceptable Use of ICT policy (Appendix 1) and complete the ICT Student Agreement (Appendix 2).
- Safe, smart and responsible use of ICT will be modelled, actively discussed and taught.
- ICT will be incorporated into planning, delivering and assessing curriculum objectives.
- Students must hand all personal technology devices e.g. mobile phones, lap tops, ipads, ipods into the front office in the morning where they will be safely stored for the day.

Implementation

- Students will be provided with access to a range of ICT devices, including desktop computers, iPads and laptop computers.
- Opportunities for ICT awareness, skill acquisition and curriculum integration will be provided to all students.
- Staff will be provided with a range of ongoing professional development in the use of ICT devices and software.
- All ICT equipment will be maintained to the highest possible standard.
- The school's Specialist Technician and Leading Teacher in ICT will provide assistance and troubleshoot where required.
- Classroom environments will be maintained and modified to be conducive to eLearning opportunities.
- Preston West Primary School's website, class blogs and intranet will be updated regularly to provide relevant information to the school community.

Appendices

Appendix A – Acceptable Use of ICT

Appendix B – ICT Student Agreement



Acceptable Use of ICT Preston West Primary School

1. Introduction

The purpose for using Information and Communication Technology at Preston West Primary School is to:

- Enhance student learning opportunities
- Promote student achievement
- Provide opportunities for engaged learning in a 21st century environment

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy. This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

2. Definitions

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- Computer systems and related applications such as email, internet and other installed programs and apps
- Discussion forums, chat rooms, blogs, social networking sites, podcasts, instant messaging systems
- Video or still cameras
- Audio recording devices
- Tablets and smartphones
- Any other device that can be connected to the internet

3. Acceptable use

Netiquette

You should:

- Respect other users
- Behave online as you are expected to behave in real life
- Make sure that email and online messages are written carefully and politely
- Use appropriate language and keep messages short and precise
- Be careful about making jokes. Jokes can be misunderstood and hurt people's feelings
- Do not type in all capitals. It is like shouting online. Shouting at someone is impolite
- Anything you post online or in an email should be checked by a teacher/adult before it is sent.

Respect resources

You should:

- Use ICT equipment and resources for educational purposes under teacher supervision
- Follow teacher directions for accessing files, programs, apps, email and internet resources
- Ask permission from your teacher before following online prompts
- Treat equipment carefully
- Only log on to the school computers using the grades username and password.

You should not:

- Install, relocate or remove software or apps
- Download or share files without teacher permission
- Attempt to access or change settings on devices without teacher permission
- Attempt to fix equipment without teacher permission
- Connect any device (such as a USB drive, camera, phone, CD/DVD, iPod, tablet or music device) to, or attempt to run any software on school ICT without a teacher's permission.
This includes all wireless technologies.

Respect others

You should:

- Always respect the rights, beliefs and privacy of others
- Observe copyright rules by respecting the information, ideas and artistic works of others
- Acknowledge the author or publisher of information from digital resources
- Use your manners when communicating with other people

You should not:

- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells you to stop sending them messages, you must stop
- Re-post a private message without the permission of the person who sent the message
- Take or send photos, sound or video recordings of people without their permission
- Use the ideas or writings of others and present them as if they were your own
- Use technologies in a way that negatively effects the wellbeing of others both inside and outside of the school
- Expect replies to emails or instant messages from teachers and school staff outside of normal business hours
- Alter or delete anyone else's work

Keep yourself safe online

You should:

- Keep personal work secure
- Use the Internet and email only under teacher supervision
- Use only school provided email accounts when communicating online
- Ask your teacher before sharing any personal details or photographs online or in an email
- Make 'hard to guess' usernames and passwords, and keep them a secret
- Tell a teacher if you come across something that upsets you or makes you feel uncomfortable when you are using ICT

You should not:

- Share your usernames or passwords with others
- Use another person's username or password
- Send photos or post detailed personal information about yourself or other people (Personal contact information includes your home address, telephone or mobile number, school address, email addresses, photograph etc.)
- Meet with someone you have met online without your parent's /guardian's approval and participation
- Attempt to alter or bypass security, monitoring or filtering that is in place at Preston West Primary School
- Attempt to access inappropriate material

5. Notification

You should:

- Tell your teacher immediately about any messages you receive that are rude or that upset or worry you

- Turn off the monitor or close the iPad cover, and tell a teacher immediately if you accidentally access something inappropriate. This will allow teachers to follow up appropriately according to the School Acceptable Use Policy
- Tell a teacher if someone else is doing something which offends you or is not permitted
- All communications between students, parents and school staff will occur during normal business hours. Teachers will respond to communications at the earliest time possible without interruption to normal school program

6. Consequences of improper use

Consequences for any student breaking these rules may include:

- Loss of access privileges for a period of time
- Informing parents/guardians
- Any other consequence deemed appropriate by a staff member in conjunction with the Student Engagement Policy
- Legal action

7. ICT Use Agreement

Students will sign and refer to the ICT Use and Cyber Safety Agreement



ICT Use and Cyber Safety Student Agreement

Preston West Primary School recognises the need for students to be safe, smart and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with families and the school community. We request that families work with us and encourage safe, smart and responsible behaviour at home.

At our school, we:

- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- Have an ICT acceptable use policy that reflects our school's values and clearly states the expected standards of student behaviour, including the consequences for inappropriate behaviour
- Educate our students to be safe, smart and responsible users of digital technologies
- Raise our students' awareness of issues such as online privacy, cybersafety and intellectual property
- Supervise students when using digital technologies for educational purposes
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students
- Know that some online activities are illegal, and as such we are required to report these activities to the police
- Support families to understand the importance of safe, smart and responsible use of digital technologies, the potential issues that surround their use and strategies they can implement at home to support their child
- Provide families with a copy of this agreement.

Student Agreement

Grades 3 - 6

I agree to use ICT in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use ICT at Preston West Primary School I will respect resources, which means:

- I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
- I will only use ICT for educational purposes
- I will not attempt to access or change settings on devices or download, install, relocate or remove software or apps without teacher permission
- I will not connect any device to the school hardware without teacher permission
- I will treat all equipment with care.

When I use ICT at Preston West Primary School I will respect others, which means:

- I will not use ICT to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
- I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
- I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
- I will always respect the rights, beliefs and privacy of others.

When I use ICT at Preston West Primary School I will keep myself safe online, which means:

- I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birthdate etc.)
- I will keep my usernames and passwords safe and secure
- I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
- I will not deliberately attempt to access inappropriate or non-educational content
- I will not meet with anyone I have met online.

If I accidentally access inappropriate material, I will:

- Not show others
- Turn off the screen or minimise the window and
- Report the incident to a teacher immediately.

I understand that breaches of the rules will see me lose my ICT/Internet access rights for a period of time determined by the Principal, ICT Coordinator or my teacher.

Student Name. _____ Grade. _____

Student Signature. _____ Date. _____

Parent/Guardian Agreement.

I agree to my child _____ using the Internet at school for educational purposes on accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

Parent/Guardian Signature. _____

Parent/Guardian name. _____

Date. _____