



Bentleigh West Primary School

ICT & INTERNET USE POLICY

Rationale

ICT is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

The need to be conversant in ICT and to be able to control ICT to your own advantage has never been more important, and will become increasingly vital in the lives of all people. The School will provide opportunities for all students to access and develop competencies with the broadest possible range of ICT. Computers, iPads, digital cameras and audiovisual equipment are used as tools that support and develop learning and enhance educational outcomes.

Purpose

ICT focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

The School supports the belief that through ICT we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to create and use information in a discriminating, effective and creative way. The School supports and develops the concept of Digital Citizenship in an Online World. All students will use ICT as a routine part of classroom activities across the curriculum. It is crucial that students understand what they should and shouldn't be doing online.

The School is an e-Smart school and believes in behaving safely online. Behaving safely online means:

- protecting your own privacy and personal information

- selecting appropriate places to work and contribute
- protecting the privacy of others
- being proactive in letting someone know if something does not seem right.

It is the responsibility of all users to abide by this policy.

Implementation

- There will be an ICT coordinator with a team of teachers to coordinate the ICT program in the School.
- Substantial budgets that provide for the needs of the ICT program, including professional development, will be developed by the ICT coordinator in consultation with all staff and resourced by School Council.
- The use of the School's network is subject to the Acceptable Use Procedures (see appendix). These procedures are intended to be consistent with other School policies including anti-bullying and student engagement.
- Parents will sign an ICT Acceptable Use Agreement, which is on the enrolment form for students in Foundation to Year 2. Parents and students in Years 3 - 6 will sign an ICT Acceptable Use Agreement. An ICT Acceptable Use Agreement is required to be completed and returned on an annual basis and kept by teachers in their classrooms for the duration of the year.
- Where there is a reasonable belief that illegal activity may have occurred involving ICT, the Principal will report the suspected illegal activity to the police.
- Use of the School's ICT systems must:
 - be for DET purposes only, or where authorised or required by law, or with the express permission of an authorised person; and
 - be used like other business communications and comply with any codes of conduct, ministerial orders or legislative requirements, which apply to the user (e.g. the Code of Conduct for the Victorian Public Sector, the *Education and Training Reform Act 2006* (Vic) and the *Public Administration Act 2004* (Vic)).
- Users of the School's ICT systems may use DET ICT systems for personal use provided the use is not excessive and does not breach this policy. Users must not engage in excessive personal use of the School's ICT systems.
- Obtaining unauthorised access to electronic files of others, or to email or other electronic communications of others, is not permitted and may constitute a criminal offence under the *Crimes Act 1958* (Vic) or other legislation.
- The School's ICT systems must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or DET liability. The audience that views an electronic message may be unexpected and widespread.
- The copyright material of third parties (e.g. software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and down loaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement. Copying

material to hard disk or removable disk, printing or distributing or sharing copyright material by electronic means, may give rise to personal and/or liability for the School, despite the belief that the use of such material was permitted.

- Illegal or unlawful use includes, but is not limited to:
 - use of pornography under the *Crimes Act 1958* (Vic);
 - offences under the *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995* (Vic);
 - defamatory material or material that could constitute racial or religious vilification, unlawfully discriminatory material or stalking under the *Crimes Act 1958* (Vic);
 - use which breaches copyright law;
 - fraudulent activity;
 - computer crimes and other computer offences under the *Cyber Crime Act 2001* (Cth) or *Crimes Act 1958* (Vic) (as amended by the *Crimes (Property Damage and Computer Offences) Act 2003* (Vic)) or any other relevant legislation.
- All users of the School's ICT systems should be familiar with DET anti-discrimination, equal opportunity policies and harassment policies.
- Users of the School's ICT systems who receive unsolicited offensive or inappropriate material electronically should notify the Principal. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto the School's ICT systems except where the material is required for the purposes of investigating a breach of this policy.

Monitoring by the School

- The School:
 - reserves the right at any time to check work or data on the School's computer network, email, internet, computers and other school ICT equipment/devices, without obtaining prior consent from the relevant Authorised User
 - reserves the right at any time to check work or data on privately owned ICT equipment on the School site or at any School related activity. The Authorised User agrees to promptly make the ICT equipment/device available to the school for purposes of any such check and to otherwise co-operate with the school in the process. Before commencing the check, the school will inform the Authorised User of the purpose of the check
 - has an electronic access monitoring system, through eduSTAR (in accordance with DET requirements), which has the capability to restrict access to certain sites and data
 - monitors traffic and material sent and received using the school's ICT infrastructures. From time to time this may be analysed and monitored to help maintain an e-Smart learning environment
 - from time to time conducts an internal audit of its computer network, internet access facilities, computers and other School ICT equipment/devices, or may commission an independent audit of content and usage.

Privacy

- School ICT and electronic communication should never be used to disclose personal information of another except in accordance with the School's Privacy Policy. The DET Privacy Policy (Appendix 8) and related legislation requires the School to take reasonable steps to protect the personal information that is held by the School, from misuse and unauthorised access. Authorised users must take responsibility for the security of their computer and not allow it to be used by unauthorised persons.
- While after school use of communication technologies by students is the responsibility of parents, School policy requires that no student attending the school may identify, discuss, photograph or otherwise publish personal information or personal opinions about school staff, fellow students or the School. Any such behaviour that impacts negatively on the public standing of the School may result in disciplinary action.
- The School takes a strong position to protect privacy and prevent personal information and opinion being published over school network facilities, School ICT and any future technologies used at the School.

Definitions

Authorised User – a person who has signed an ICT Acceptable Use Agreement (or has had it signed on their behalf by a parent) and is authorised by the school to use School ICT

DET – Department of Education & Training

e-Smart – refers to the name of the cyber safety guidelines that are followed at the School to promote the safe, responsible and ethical use of ICT

ICT – 'Information and Communication Technologies' and includes network facilities, communication technologies, eLearning tools and ICT equipment/devices

School – Bentleigh West Primary School

Evaluation

This policy was last ratified by School Council in March 2020 and is due to be reviewed in March 2022.



Foundation - Grade 2

'I PROMISE'

ICT ACCEPTABLE USE AGREEMENT

NAME: _____ YEAR: _____

I promise:

- I will keep all food and drink away from the computer / laptop / iPad and smartboard
- I will use the computer / laptop / iPad / smartboard only when directly supervised by the teacher
- I will respect the confidentiality of passwords (I won't tell anyone my password)
- I will not reveal details of others or myself through e-mails or internet sites
- I am responsible for accessing and publishing appropriate material
- I understand that electronic gadgets, including mobile phones and iPods, brought to school are my responsibility
- I will hand all electronic gadgets, including mobile phones and iPods, into the office or my class teacher when arriving at school and collect them when leaving school
- I will not use mobile phones or iPods whilst at school for any purpose, including taking photos during school time and bus travel
- I will turn off my computer / laptop / iPad and tell the teacher immediately if I see or hear anything on a website or receive any message that I don't like or feel are inappropriate
- I will THINK (is it True, Helpful, Inspiring, Nice, Kind?) before I post anything online.

Name of Student: _____ Student Signature: _____

Date: ____ / ____ / ____

*I have read and discussed this 'I Promise' ICT acceptable use agreement with my child.

Name of Parent / Guardian: _____

Signature of Parent / Guardian: _____ Date: ____ / ____ / ____

Respect **Care** **Responsibility** **Positivity** **Persistence** **Resilience**



Grades 3 - 6

'I PROMISE'

ICT ACCEPTABLE USE AGREEMENT

NAME: _____ YEAR: _____

Respect the resources, use them properly and they'll keep working for you. Cyber Bullying is taken seriously and will not be tolerated.

Conditions of usage

I agree that:

- I must be patient and allow time for applications to open
- I must log on using only my student "username"
- I must use my own "username" when accessing internet sign-in programs
- I will only save appropriate files for my school work
- I will only download items related to my school work
- I will take care when printing and limit the number of copies to avoid high costs
- Network facilities, including the internet, are to be used for school work purposes only
- Educational games that are used at school are only to be used with teacher permission
- All plugs and leads to the computers are to remain as found
- I will use digital resources safely to avoid damage and harm
- I will not change settings on the computers
- Food and drink should be kept away from computers at all times
- When I finish using a digital resource, I will log off correctly and leave the room/working area in a neat and tidy state. Failure to log off correctly may result in missing out in the future.
- I will report an inappropriate website I find by accident and leave it immediately
- The content of my communications (e.g. email messages, blogs and downloads) must be appropriate and respectful at all times
- I will only play music with my teacher's permission
- I will gain permission from the Principal before using any personal digital resources (including iPods, mobile phones and iPads) from home
- I will follow the e-Smart and ICT policy guidelines on Copyright, Privacy Settings & Social Media.

I have read the conditions of usage and understand their purpose and will abide by them. I acknowledge that Cyber Bullying is taken seriously and will not be tolerated. I realise that inappropriate use of any resources will result in consequences that include loss of privileges.

Student Signature: _____

Parent Signature: _____

Date: ____/____/____

Respect

Care

Responsibility

Positivity

Persistence

Resilience