



# Information and Communication Technology (ICT) Appropriate Use Policy

*(Ratified by School Council February 2021)*

## 1. Rationale

- 1.1. The internet provides teachers and students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide. This allows students to increase their educational skills, knowledge and abilities.
- 1.2. The use of Information, Communications and Technology (**ICT**) resources carries with it responsibilities. Users must, at all times, remember that when using ICT resources they are using the ICT provided to them for educational purposes alone.

## 2. Purpose

- 2.1. The purpose of this Policy is to ensure that all use of Glen Waverley Primary School (GWPS) ICT resources is legal, ethical and consistent with the aims, values and objectives of the Department of Education and Training (DET) and its responsibilities to the students in its care.
- 2.2. The DET is an institution charged with the safety and education of children. It also has Occupational Health and Safety (OHS) obligations to employees and students, and as such it must comply with State and Federal anti-discrimination and sexual harassment laws. It is thus of paramount importance that its ICT resources are used appropriately and professionally at all times.
- 2.3. DET ICT resources must be properly and efficiently used. DET ICT resources are not to be used for inappropriate activities for example, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, cyber bullying, stalking, privacy violations and illegal activity, including illegal peer-to-peer file sharing.

## 3. Aims

- 3.1. To assist and improve teaching and learning by increasing access to worldwide and current information.
- 3.2. To improve students' digital literacy.
- 3.3. To develop skills in safe and appropriate internet usage.

#### **4. Guidelines and Implementation**

- 4.1. Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- 4.2. All students and staff at our school will have censorship filtered internet and email access through @education.vic.gov.au.
- 4.3. All students and staff will have their own password protected (complex but level appropriate) internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected. If a password has been exposed, it needs to be changed as soon as possible.
- 4.4. The Digital Learning Specialist will liaise with staff and the technical support technician to manage all email access
- 4.5. The Principal and the Executive Assistance will maintain the schools website
- 4.6. The school will ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- 4.7. Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
- 4.8. Students email access will be through a mailbox under teacher supervision - any alerts will be automatically forwarded to the Assistant Principals, Level Leaders and the Digital Learning Specialist.
- 4.9. All email accounts will be password protected and users will be responsible for clearing their mailboxes regularly.
- 4.10. All students shall be responsible for notifying their teacher of any inappropriate material so that access to such material can be restricted.
- 4.11. All staff shall be responsible for notifying the Digital Learning Specialist, Assistant Principal or Principal and the school technician through the IT Support Centre – of any inappropriate material so that access to such material can be blocked.
- 4.12. Consequences of publishing, accessing or failing to notify the Digital Learning Specialist, Assistant Principal or Principal of inappropriate material shall include the removal of access rights for students.
- 4.13. Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students through works published online, only the student's first name and last initial will be used.
- 4.14. At school the downloading of iPad apps or programs is limited to teachers, members of the Digital Learning Vertical Team and school ICT technician. Students are not to download apps or programs unless they have the express permission and supervision of a teacher.
- 4.15. Year 4, 5 and 6 students must accept the terms of the BYOD iPad Acceptable Use Agreement prior to connecting their iPad to the school network.
- 4.16. Parents will be responsible for the costs associated the downloading of apps or programs at home on personal or school iPads.

#### **5. Appropriate Use at School**

- 5.1. The primary purpose of the 1:1 iPad program and the classroom ICT is to provide students with powerful ICT tools which will promote personalised and differentiated student-centric learning.

- 5.2. At no time, during school hours, can a student use an iPad (school owned or personal) or a Notebook for game playing or communication which is not directly related to their learning task. This is to be strictly adhered to and appropriate use will be heavily monitored by teachers (in the classroom and during Specialist sessions). For the purpose of appropriate use, school hours are considered to commence when the student enters the school grounds and cease once the student exits the school grounds.
- 5.3. At no time will the student's iPad be allowed to be used during recess and lunch breaks, unless the student is undertaking a learning task with the direct supervision of a teacher.
- 5.4. Students that use ICT inappropriately during school time will be managed in accordance with the Acceptable Use Agreement.
- 5.5. Students are to only take photos and record sound or video when it is part of their learning task and when they have teacher approval.
- 5.6. Students are to seek permission from students and teachers involved prior to taking photos, recording sound or videoing them.
- 5.7. Permission is to be sought from the teacher prior to uploading any content (pictures, sound recordings, videos) to blogs, wikis and other websites.

## 6. Cyber Bullying

- 6.1. Bullying in any form is unacceptable. *Bullying that is carried out through an internet service, such as email, chat room, discussion group or instant messaging or through mobile phone technologies such as short messaging service (SMS) is cyber bullying.* Cyber bullying can be very destructive and will not be tolerated at any level. Serious consequences exist for students who choose to bully others via any medium, as per the Acceptable Use Agreement.
- 6.2. Professional development for staff, students and parent community will be provided as required.
- 6.3. At the start of the year, each classroom teacher is to clarify with students the school policy on bullying, including cyber bullying.
- 6.4. The curriculum will include anti-bullying programs such as the Cyber smart, E-Smart Program, and other level appropriate content will be implemented at the beginning of the year and revised each year across the whole school.
- 6.5. Incidents of Cyber bullying will be managed using the GWPS Student Engagement and Wellbeing Policy, the Bullying Prevention Policy and the Acceptable Use Agreement.
- 6.6. Processes are in place to ensure tracking of student activity on the school's computer equipment and network. Firewalls are installed to eliminate outside traffic into the school's network and intranet.
- 6.7. The use of mobile phones by students will be limited to emergency situations where parental contact is required. Consequences as per the GWPS Student Engagement and Wellbeing Policy will be implemented for any students who misuses a mobile phone, iPad or smart watches without the express permission of a teacher, Assistant Principal or Principal.
- 6.8. The provision of programs that promote inclusiveness, resilience, life and social skills, assertiveness, conflict resolution and problem solving will form an integral part of our curriculum. In particular, peer mediation, buddies and the 'You Can Do It!' programs will be central to our curriculum.
- 6.9. Electives (Smart 8) and structured activities (Lunchtime Sports, Writers club, etc.) are available to students at recess and lunch breaks and provide students with additional opportunities to utilise ICT to enhance their learning.

## 7. Violation of Acceptable Use of ICT

If a *staff member* is found to be misusing ICT in any manner, then this matter will be handled on a case by case basis by the Principal and in accordance with DET guidelines.

If a student is found to be misusing ICT in any manner, then this matter will be handled on a case by case basis in accordance with the *Acceptable Use Agreement*.

### **Post- Violation Strategies**

- 7.1.** It is important that appropriate strategies are put in place after an incident has been reported and has been resolved for all students involved. All matters of ICT violation are to be recorded under the student's record on GradeXpert (whole school student tracking software).

Appropriate strategies may include:

- 7.1.1.** Reinforcement of positive behaviours.
- 7.1.2.** Incident reporting via GradeXpert.
- 7.1.3.** The discussion of appropriate behaviour strategies.
- 7.1.4.** Ongoing monitoring of students; including ICT usage monitoring.
- 7.1.5.** Follow-up meetings regarding each child's management strategy.
- 7.1.6.** Ongoing communication with parents.

### **8. The Digital Learning Vertical Team**

The Digital Learning Vertical Team will be formed each year and will consist of one members of teaching staff from each level, ranging from Foundation to Year 6 and include a member of the Specialist Teaching Team. The Digital Learning Specialist will be the Team Leader as well as a member of the School Executive Team. The Digital Learning VT will meet on a regular basis to discuss curriculum matters and monitor progress against goals outlined in the School Strategic Plan (SSP) and the Annual Implementation Plan (AIP) which will also be documented in the Digital Learning VT Action Plan.

### **9. Budget Expenditure**

The ICT Sub-Program Budget is to be managed by the Digital Learning Specialist /Team Leader. The amount of funds available to the Team may vary in accordance with whole school priorities and the distribution of funds as outlined in the annual Student Resource Package, Indicative Budget and Confirmed Budget.

### **10. RELATED LEGISLATION:**

DET Acceptable Use Agreements and Consent

<http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

DET ICT Security Policy

<http://www.education.vic.gov.au/school/principals/spag/infrastructure/pages/ictsecurity.aspx>

E-Smart Schools

<https://www.esmartschools.org.au/Pages/default.aspx>

Council of International Schools (CIS)

<http://www.cois.org/>

**11. RELATED POLICIES:**

Curriculum Policy

1:1 iPad Acceptable Use Agreement

Social Media Appropriate Use Policy

**12. POLICY EVALUATION**

Evaluation will be conducted bi- annually by the Digital Learning Vertical Team.

**13. DUE DATE FOR REVIEW**

Due for review in February 2023 .