



Infant and Junior School

Student Information Communication Technology (ICT)

Acceptable User Policy

Rationale

At St Joseph's Primary School Springvale we will provide a safe, positive and supportive technological environment where the students can achieve their educational potential. We believe it is important to teach students cybersafety and responsible online behaviour and this is best taught in partnership with home and school. We realise that education supported by ICT is a necessary component of our school's curriculum. We aim to facilitate the preparation of our students to participate and function effectively in our technological world and to offer programs that will develop each child's understanding, skill and use of technology. Computers and the use of technology provide a different medium for thinking. Students need to understand and experience how this technology can enhance their learning, communication, presentation and problem solving ability. We acknowledge the importance of being technologically literate and creating a positive digital footprint. It is important that students and parents realise that the use of ICT is a privilege and not a right and that it entails responsibility. Students accessing Internet resources are expected to strictly adhere to the school guidelines on ICT.

Acceptable User Policy

This policy relates to students' use and responsibilities online.

They include but are not limited to:

- Hardware, software and peripherals
- Internet access/usage
- Google Apps for Education
- Cloud Storage
- Email
- Chat rooms
- Mobile phones
- Digital cameras/flip cameras
- Photography, videoing and audio recording and the publishing of student work on the Internet (including Web page, Wiki, Blog, newsletters, newspapers or magazines)
- Social networking and collaboration sites
- Video sharing sites such as YouTube

Mobile Digital Devices

Mobile phones are only allowed to be brought to school with the express permission of the principal and classroom teacher. They are to be held at the office during school hours.

When using digital devices students will:

- Protect the privacy of others and never post private information about another person using Short Message Service (SMS).
- Only take photos and record sound or video when it is part of a school or class activity or lesson.
- Seek permission from the individuals concerned before taking photos, recording sound or videoing them (including teachers).
- Seek appropriate (written) permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space.
- Be respectful with the photos taken or video captured and never use these as a tool for bullying.

Google Apps for Education

St Joseph's Primary School provides email, documentation creation and online storage for learning through the Google Apps for Education service; consequently emails, email account details and data may be transferred, stored and processed outside Australia. In using the school's email system students and parents consent to transferring, processing and storage of that information.

The Role of Students

Cybersafety is the most important prerequisite for students using ICT to connect to the Internet. Students need to take full responsibility for their actions when using ICT. St Joseph's Primary School along with the other organizations who enable our Internet connection will not be liable for any individuals' actions when connecting to the Internet through the St Joseph's connection. All users assume full liability, legal or otherwise, for their actions.

Students who fail to honour the School's Acceptable User Policy may incur the withdrawal of their access to the Internet and/or school network.

The Role of the School

St Joseph's Springvale takes no responsibility for any information or materials that are transferred using our connection to the Internet that are in deliberate contravention of our guidelines. The school reserves the right to examine all data downloaded from the Internet to ensure all users comply with the school's policy.

When using the Internet at school, student access will be under staff direction and supervised in the same manner as any other learning activity. Through staff direction and the use of filtering tools supplied by our service provider the school will endeavour to prevent users from accessing inappropriate sites and information.

Should a student access on the Internet something that makes him or her feel uncomfortable or that he or she feels is inappropriate it is expected that the student will turn off the monitor and inform the teacher immediately.

The school will also employ the use of monitoring tools to check inappropriate Internet site selection and emails.

The Role of Staff

The school expects that staff will utilize appropriate information accessed online to support the curriculum. Staff will provide guidance and instruction to students in the appropriate use of ICT.

The Role of Parents

Parents and guardians are ultimately responsible for their child's behaviour while using ICT and the Internet. Parents are expected to support and abide by St Joseph's Acceptable User Policy.

Student ICT Code of Practice

All students are expected to sign and abide by the St Joseph's **Student ICT Code of Practice** and have this countersigned by their parents. This agreement will be carefully explained to students so that they understand their obligations.

Important terms used in this document:

- (a) *The abbreviation 'ICT' in this document refers to the term 'Information and Communication Technologies'*
- (b) *'School ICT' refers to the school's computer network, Internet access facilities, computers, and other school ICT equipment/devices as outlined in (d) below*
- (c) *'Cybersafety' refers to the safe use of the Internet and ICT equipment/devices, including mobile phones*
- (d) *Mobile digital devices include but is not limited to, digital cameras, digital video cameras, mobile phones, ipods, ipads, and handheld digital games.*
- (e) *Digital footprint refers to a trail left by a person's interactions in a digital environment; including their usage of TV, mobile phone, internet and world wide web*
- (f) *Google Apps for Education is a way for schools to manage Google Apps, emails, documents, presentations, through the cloud*
- (g) *Cloud storage is where digital data is stored on multiple servers in different locations and the physical environment is typically owned and managed by the hosting company*



Infant and Junior School Student Information Communication Technology (ICT) Code of Practice

Student Agreement

Safe and responsible behaviour

When I use digital technologies and the internet I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them think or feel
- working to stop bullying. I don't send mean or bullying messages or pass them on to others
- creating and presenting my own work and if I do copy something from the internet, letting others know by sharing the website link to acknowledge the creator.

When I use digital technologies and the internet I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parent
- only ever join spaces with my parents' or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.

When I use digital technologies and the internet I **respect myself and others** by thinking about what I share online. This means I :

- stop to think about what I post or share online
- use spaces or sites that are appropriate for my age and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something mean, rude or violent
- turn off or close the screen if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

At school we/I have:

- discussed ways to be a safe and responsible user of digital technologies and the internet.
- presented my ideas around the ways that I can be a smart, safe and responsible user of digital technologies and the internet.

I will use this knowledge at school and everywhere I use digital technologies and the internet.

Student Name _____

Class Teacher: _____

Student Signature _____ Date _____

Parent/Guardian Agreement

I agree to my child _____

using the Internet and email at school for educational purposes in accordance with the Student Code of Practice above.

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

I realise that my child will utilise email and the Google Apps Educational services as required for learning purposes.

I understand that I am responsible for monitoring my child's use of Apps when accessing programs at home.

Parent/Guardian Name (Print) _____

Parent/Guardian Signature _____

Date _____

2020

Infant and Junior School Student Information

Communication Technology (ICT) Code of Practice