

Wooragee Primary School

eSmart - Information and Communication (ICT) Policy

October 2016

Rationale:

The internet and digital technologies offer huge potential benefits for enhancing the teaching and learning program, motivating student interest, and individualising learning programs. Schools need to plan for the safe and effective use of digital technologies in their everyday practices to prepare students for the demands of an ever-changing world and provide students with opportunities to become global citizens.

Staff using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient and enhance the teaching and learning program.

The school supports a culture (values, expectations and standards) and shared commitment to zero tolerance of child abuse, and arrangements that allow it to occur will not be tolerated. The school takes into consideration the diversity of the children attending the school, and their particular vulnerabilities. e.g. children with a disability, Aboriginal and Torres Strait Islander children and children from culturally and linguistically diverse backgrounds.

Aims:

- To ensure our students are safe and responsible users of Information and Communication Technologies (ICT).
- To use ICT to enhance the teaching and learning program and prepare students with 'real life' skills.
- To ensure Wooragee Primary School complies with Department requirements when using online services.
- For the school community to work together to provide a safe and secure learning environment for all students.

Implementation:

- Students, parents and staff will be made aware of and use available ICT teaching and learning resources in a safe, appropriate and responsible way, to improve student learning.
- New students, parents and staff will be provided with information about the school's ICT ethos through the induction process, parent handbook, ICT Use Agreements.
- Students and staff will have opportunities to use digital technologies safely and responsibly as an integral component of our learning and teaching programs.
- Cybersafety is an important skill students need to be explicitly taught. (Refer eSmart Policy)
- The school will maintain eSmart status through the eSmart framework to create a positive school culture and protect children from cyber risks. The eSmart schools framework is organised into **six domains**:
 1. Effective school organisation
 2. School plans, policies and procedures
 3. A respectful and caring school community
 4. Effective teacher practices
 5. An eSmart curriculum
 6. Partnerships with parents and local communities
- Wooragee students will be adequately supervised when using ICT at school.
- Parents/Carers are responsible for supervising their child's use of ICT at home.
- Primary students will not bring mobile phones or other digital devices to school unless authorized by the principal.

- Students will only use ICT in the school and school grounds when permitted by staff and they have signed a Wooragee PS Student Acceptable Use Agreement and their parent/carer has signed a parent/carer ICT consent form.
- Use of the school's devices and/or network to access the Internet and Internet services, including the World Wide Web, will be governed by an Acceptable Use Agreement.
- Breaches of the Acceptable Use Procedures students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties:

For Students	For Staff
<ul style="list-style-type: none"> • removal of network access privileges • removal of internet access privileges • removal of printing privileges • paying to replace damaged equipment 	<ul style="list-style-type: none"> • Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken by DET

- Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above may result in disciplinary action. Students are required to report cyber bullying and any other inappropriate use of ICT by informing their teacher immediately of any incident.
- While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.
- Safe and Responsible User Agreements support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies, see: [Safe and Responsible Use](#)

Related policies and documentation

- eSmart Schools <https://www.esmart.org.au/>
 - Student Engagement Policy
 - Parent/Carer Information Handbook
 - Wooragee PS Parent consent publishing on the internet, media, newsletters and newspapers
 - Wooragee PS Parent User Agreement consent
 - The Acceptable use of DET ICT systems policy
- <http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf>
- For more information and resources, see: [Supporting Digital Learning](#).

Evaluation:

- This policy will be reviewed every three years or earlier as required.

Ratified: 19th October 2016

Review Date: 2019 or earlier as required

**WOORAGEE PRIMARY SCHOOL
STUDENT ACCEPTABLE USE AGREEMENT FOR
INFORMATION & COMMUNICATION (ICT)**

Name:.....

I will always:

- ✓ Use the school's ICT resources safely and responsibly.
- ✓ Use the school's ICT resources for learning.
- ✓ Carefully look after the school's ICT resources and lock up my school lap top on the charging trolley each night.
- ✓ Tell my teacher straight away if I find any inappropriate messages or sites.
- ✓ Use courteous and respectful behaviours when using the school's ICT resources.

I will never:

- ✓ Download programs or disable settings that have been set as the school's standard.
- ✓ Send or publish unacceptable or rude remarks or bully another person.
- ✓ Give out my name, address, age or other personal information or passwords unless instructed to by my teacher.
- ✓ Engage in disrespectful behaviours towards others
- ✓ Have food or drinks near the school's ICT resources.

I understand that if I do not follow this acceptable use agreement I might:

- Have my work removed from the schools' network/website
- Lose my network ICT access and privileges such as lap top and printing privileges
- Have to pay for any damage I do to school ICT equipment and resources
- Lose my ICT access at school.

Signed by:

.....

Student

Teacher

Parent

Date.....

**WOORAGEE PRIMARY SCHOOL
PARENT - CARER CONSENT FOR USE OF
INFORMATION & COMMUNICATION (ICT)
BY THEIR CHILD**

Child's Name:.....

I have received, read, and signed the Wooragee PS Student Acceptable Use Agreement for ICT and understand when my child uses ICT including the internet he/she is to:

- Only access websites and work on the web for educational purposes specified by the teacher.
- Keep personal information about themselves or others private unless directed by the teacher.
- Respect others when using ICT.
- Immediately report inappropriate behaviours or unsuitable sites to the teacher.
- Think about the accuracy of the information or site.
- Understand the school has the right to check all written, graphic and other materials created, produced, communicated, stored or accessed on school ICT by students.

I understand the consequences if the student ICT Use Agreement is breached or equipment damaged by my child may result in one or more of the following consequences:

- My child's work removed from the schools' network/website
- Loss of my child's network ICT access and privileges such as lap top and printing privileges.
- I may have to pay for any damage my child does to school ICT equipment and resources.

I (print name) have discussed the Wooragee Student Acceptable Use Agreement for ICT with my child..... and I agree to allow my child to use the ICT learning resources in the school.

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Parent Signature

Date