



# **POLICY 5**

## *Information and Communication Technology*

### **PURPOSE:**

The internet, combined with the school's mobile devices program, offers huge potential benefits for teaching and learning. It offers wonderful opportunities for students and teachers to contribute to the world community on the web.

Students and teachers can:

- explore the world online
- visit museums and libraries around the world
- access rich information resources to support research and investigations
- communicate and collaborate with people all over the world
- publish to the web

The School has an important role in preparing students for these 'online communities', even though students and teachers may not access some online communities at school (e.g. Facebook).

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online.

Behaving safely online means:

- protecting their own privacy and personal information (we used to call it 'stranger danger')
- selecting appropriate spaces to work and contribute
- protecting the privacy of others (this can be sharing personal information or images)
- being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher

These principles of safety and responsibility are not specific for the web but certainly apply to the use of internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our School has developed proactive strategies that help to minimise these risks to our students.

### **IMPLEMENTATION:**

#### **1. GUIDELINES**

- Use of the school's devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Procedures (AUP) for the Internet and mobile devices.
- The Acceptable Use Procedures (AUP) is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement.
- Release of devices to students and independent student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Acceptable Use Procedures (see appendix A).
- While we do not ask staff sign a written agreement the Guidelines do apply to them, staff should also be familiar with the DEECD Acceptable Use Policy which can be found at [DEECD Acceptable Use Policies](#)
- Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access.
- Students and staff must not use the school network in breach of a law or to commit an offence.

#### **2. PROGRAM**

The use of the school's network is subject to the Acceptable Use Procedures (see appendix A). Briefly this means that the school's network can be used only by staff, students and associated individuals (e.g. visiting teachers) and only for, or in connection with the educational or administrative functions of the school.

The Acceptable Use Procedures (AUP) is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- **Anti-bullying (including cyber-bullying) and Anti-harassment**
- **Student Welfare**
- Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.
- All messages created, sent or retrieved on the school's network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.
- Independent student use of the internet on the school's network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Procedures (AUP).
- For 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;**

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- paying to replace damaged equipment
- other consequences as outlined in the school's discipline policy

**For Staff;**

Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken

- 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.
- 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.

**REFERENCE:**

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

**EVALUATION:**

This policy will be reviewed;

- as soon as possible after an incident occurs at school,
- or as part of the school's three year review cycle.

**This policy was ratified by School Council on 15/06/2017**

**APPENDIX: Appendix A: ICT Use**



**Gordon Primary School**  
**ICT (INTERNET) USE**

## **GUIDELINES AND CONDITIONS ACCEPTABLE USE PROCEDURES FOR THE SCHOOL'S INTERNET AND MOBILE DEVICES**

### **Part A – Agreement to be signed by the student and parent**

#### **OUR SCHOOL ICT ACCEPTABLE USE AGREEMENT**

Our School believes the teaching of cyber safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Some online activities are illegal and as such will be reported to police.

#### **Part A - School support for the safe and responsible use of digital technologies**

Our School uses the Ultranet, internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the Ultranet, internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At our School we:

- have policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet
- provide a filtered internet service
- provide access to the Department of Education and Early Childhood Development's search engine Connect
- provide supervision and direction in online activities and when using digital technologies for learning
- support students in developing digital literacy skills
- have a cyber safety program at the school which is reinforced across the school
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- provide support to parents/carers to understand this agreement (e.g. language support)
- provide support to parents/carers through information evenings and through the document attached to this agreement for parent to keep at home

#### **Part B - Student Agreement**

**When I use digital technologies I agree to be a safe, responsible and ethical user at all times, by:**

- Respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (for example, forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours).

- Protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images.
- Protecting the privacy of others; never posting or forwarding their personal details or images without their consent.
- Talking to a teacher if I feel personally feel uncomfortable or unsafe online, or if I see others participating in unsafe, inappropriate or hurtful online behaviours.
- Carefully considering the content that I upload or post online; this is often viewed as a personal reflection of who I am.
- Investigating the terms and conditions (e.g. age restrictions, parental consent requirements). If my understanding is unclear I will seek further explanation from a trusted adult.
- Confirming that I meet the stated terms and conditions; completing the required registration processes with factual responses about my personal details.
- Handling ICT devices with care and notifying a teacher if it is damaged or requires attention.
- Abiding by copyright and intellectual property regulations. If necessary, I will request permission to use images, text, audio and video and cite references.
- Not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.
- Not bringing to school or downloading unauthorised programs, including games.

### **Definition of Digital Technologies**

This Acceptable Use Agreement applies to digital technologies, social media tools and learning environments established by our school or accessed using school owned networks or systems, including (although are not limited to):

- School owned ICT devices (e.g. desktops, laptops, printers, scanners)
- Mobile phones
- Email and instant messaging
- Internet, Intranet and Ultranet
- Social networking sites (e.g. Facebook, SuperClubsPLUS)
- Video and photo sharing websites (e.g. Picassa, Youtube)
- Blogs, including corporate blogs and personal blogs
- Micro-blogs (e.g. Twitter)
- Forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- Wikis (e.g. Wikipedia)
- Vod and podcasts
- Video conferences and web conferences.

*This Acceptable ICT Use Agreement also applies during school excursions, camps and extra-curricula activities.*

### **1. Purpose**

The digital device is to be provided as a tool to assist student learning both at school and at home.

### **2. Equipment**

#### **2.1 Ownership**

2.1.1 If taken home, the student must bring portable devices fully charged to school every day. Power cords should be left at home.

2.1.2 The school retains ownership of the device and its accessories.

2.1.3 Parents/carers and students should be aware that files stored on the device or on the school's server are not private.

2.1.4 If the student leaves the school the device must be returned to the school

#### **2.2 Damage or loss of equipment**

2.2.1 All devices and batteries are covered by a manufacturer's warranty. The warranty covers manufacturer's defects and normal use of the device. It does not cover negligence, abuse or malicious damage.

2.2.2 Any problems, vandalism, damage, loss or theft of the device must be reported immediately to the school. This includes any unauthorised "personalisation" of the device such as scribing, adding stickers etc.

2.2.3 In the case of suspected theft a police report must be made by the family and a copy of the report provided to the school. Note: That theft from a locker whether padlocked or not, is not viewed

as a theft by the insurer.

2.2.4 In the case of loss or accidental damage a statement should be signed by a parent/ carer provided to the school. For loss, the student/parent must replace the cost of a new digital device.

2.2.5 If a device is damaged or lost the principal will determine whether replacement is appropriate and/or whether or not the student retains access to a device for home use.

2.2.6 Students will be required to replace lost or damaged accessories.

2.2.7 If a device is damaged and said damage is not covered by the manufacturer's warranty or any of the school's insurance arrangements, the principal of the School may determine that the student must pay to the school the costs of repairing the damage or if necessary the costs of replacing the device. In most cases the student will need to pay an excess fee of \$100.00

### 2.3 Substitution of equipment

2.3.1 When a device is replaced under warranty, its type of replacement will depend upon the respective manufacturer's warranty.

2.3.2 When a device is replaced by the school, its type of replacement will depend upon the replacement policy of the school.

## 3. Standards for device

### The student is responsible for:

3.1.1 Taking care of digital devices in accordance with school guidelines

3.1.2 Adhering to the school's Acceptable Use Agreement when using the machine at home

3.1.3 Backing up data securely

3.1.4 Maintaining settings for virus protection, spam and filtering that have been set as a departmental standard.

3.1.5 Students must return the device and all accessories by the notified due date in November each year.

## ICT ACCEPTABLE USE AGREEMENT

I acknowledge and agree to follow these rules. I understand that my access to the Internet and mobile technology at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable ICT Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in internet and mobile technology access privileges being suspended or revoked. I also understand that if the device is lost or damaged outside of the warranty arrangement, that I will be liable for replacement and/or repair of the device.**

Student Surname \_\_\_\_\_ First Name \_\_\_\_\_

Student ID \_\_\_\_\_ Home Group \_\_\_\_\_

Student Signature

Parent/Carer Name

Parent/Carer Signature

Date

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/carers can call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

## Part B - The schools' support for responsible and ethical use of technology?

The School uses the internet as a teaching and learning tool. We see the internet and mobile technology as valuable resources, but acknowledge they must be used responsibly.

Your child has been asked to agree to use the internet and mobile technology responsibly at school. Parents should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At our School we have a cyber-safe and responsible use program across the school and reinforce the values and behaviours of the school code of conduct when students use technology and the internet.

These may include:

- provide a filtered internet service
- provide supervision and direction in internet activities and when using mobile technologies for learning
- have an Information Literacy program
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions)
- work towards setting tasks that ask your child open questions, so they can't copy and paste all answers from the internet
- provide support to parents to understand this agreement (e.g. language support)
- provide support to parents through information evenings and through the document attached to this agreement

Should your child be found to use the school's Information and Technology resources inappropriately your child will be counseled and some penalties may apply.

These may include:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of mobile device
- paying to replace damaged equipment
- other consequences as outlined in the school discipline policy

## Part C - Advice for Parents

Please keep this as a resource to use at home

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat. The internet can be lots of fun.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask them to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games, etc
- always get them to set their space to 'Private' if they use a social networking site like MySpace, Bebo or Pixo (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up in a shared place in the house - not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones
- ask questions when your child shows you what they are doing:
  - How does it work, how do you set it up and can you block out people?
  - Who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
  - Why is this so enjoyable - what makes it fun?
  - Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
  - What are you doing to protect yourself or your friends from these potential dangers?
  - When would you inform an adult about an incident that has happened online that concerns you?

## **Support information for parents around the agreement**

**When I use technology, both at school and at home I have responsibilities and rules to follow.**

**Our School** believes the teaching of cyber-safe and ethical behaviour is essential in the lives of students and is best taught in partnership between home and school.

21<sup>st</sup> Century students spend increasing amounts of time online learning and socialising. These online communities need cybercitizens who do the right thing by themselves and others online, particularly when no one is watching.

Safe and ethical behaviour online is explicitly taught at our school and support at home is requested.

It is important to note that some online activities are illegal and as such will be reported to police. This includes harassment of others and publishing of inappropriate images.

### **Behaving according to school Code of Conduct**

The school's Code of Conduct encompasses not only the rules of the school, but also those desired behaviours and values that your school community believes are important for all students.

**Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.**

Many students like to publish information about themselves and their friends in spaces like MySpace, Club Penguin or blogs. This can put them at risk of being approached, groomed, and/or bullied online.

We recommend that they:

- don't use their own name, but develop an online name and use avatars where available
- don't share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and never share that password
- don't allow anyone they don't know to join their chat or collaborative space - use the block feature

- are reminded that any image or comment they put on the internet is now public (anyone can see, change or use it)

### **Being respectful online and not participating in online bullying or hurtful behaviour.**

The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone's face. Being online can make students feel that they are anonymous (even though online interactions can be traced), and often their environment has very few adults.

Not all altercations are examples of bullying, but all unacceptable behaviours need to be addressed.

Participation in bullying or hurtful actions can take many forms in the online world (for example, it can take the form of forwarding messages or directing others to see published images and content which has been deliberately posted to humiliate another person).

Deliberate exclusion of another in an online space is another way some students hurt each other online. It is important that the behaviours are discussed as separate from the technologies.

### **Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student**

By just taking care with the equipment, printing and downloading from the internet students can save time, money and the environment. Students often see the internet as 'free', but just looking at a page on the internet is considered a download and the cost is charged somewhere. The repair and support of the school's technology is another issue and as many computers are shared at school, their care is important.

### **Not bringing or downloading unauthorised programs (including games) to the school or run them on school computers**

The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all school equipment and student work at risk.

### **Not looking for rude or offensive sites.**

Filters block a lot of inappropriate content, but they are not foolproof. Students who deliberately seek out inappropriate content or use technology that bypasses filters will have their internet access reviewed and their parents will be informed immediately.

### **Using the internet/mobile technology at school to learn.**

It is important to realise that there is a time for fun and a time for work (even on the internet). Staying on task will reduce risk of inappropriate access and teach students strategies to use the internet or mobile technologies for their learning.

### **Asking teacher to help get permission before using information or pictures**

Music, information, images and games on the internet are owned by someone. The term copyright is a legal one and there are laws to enforce it.

By downloading a freebie you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts.

### **Thinking carefully about what is on the internet, questioning if it is from a reliable source and using the information to help answer questions**

Not everything on the internet is true, accurate or unbiased. The school is teaching information literacy skills, which enable students to locate, evaluate, and use information effectively on the internet.

Copying and pasting information can help organise arguments, ideas, and information, but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, if you say to your child, "Tell me about wombats" you might encourage him/her to copy and paste facts and images about the wombat. However, if you ask "What would a day in the life of a wombat be like?" you may encourage your child to think about different aspects of the animal's life and draw together the different pieces of information.

### **Talking to my teacher or another adult if I need help or see something I don't like online**

The internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit [http://www.cybersmartkids.com.au/for-parents\\_tips.htm](http://www.cybersmartkids.com.au/for-parents_tips.htm) or email [connect.manager@edumail.vic.gov.au](mailto:connect.manager@edumail.vic.gov.au)

## **Questions for teacher/ parent/ student discussion**

### **What can you do?**

- You found the car picture online you were searching for, but it includes a naked lady!
- Someone keeps messaging nasty and upsetting comments about you and your friends on your mobile phone and online.
- A person you have met online asks you to give them your full name and phone number and suggests you meet. What if you have chatted with them for a long time?
- You are sent a message which has been forwarded by someone else. It has embarrassing comments /image about someone you know.
- A game online will only let you play it if you give your name, address, phone number, DOB etc
- In an online space/chat someone suggests you all exclude /block a classmate.
- Your friend has an online profile published (not set to private) you can see their personal details and photos. Other people you know are in the photos.
- A friend tells you about a great site where there is 'free' music to download.