Information and Communications Technology Policy

Date approved by School Council | 22nd May, 2013

Rationale

- Information and communications technology (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.

Aims

- To provide students with the tools to transform their learning and to enrich their learning environment.
- To develop an understanding of the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

Implementation:

- School Council will allocate sufficient funds to ensure the purchase or lease of high quality hardware, software, cabling and peripherals as required.
- A scope and sequence of ICT skills for students will be developed and will form the basis of student ICT skill progression.
- Software will support strategies and techniques that enhance problem solving and transform personal learning.
- Technical support funded by the Education Department will provide specialised expertise.
- Seaford Park Primary School uses the internet as a teaching and learning tool. We see the Internet as a valuable resource but acknowledge that it must be used responsibly under the following guidelines:-
  - All internet access is filtered
  - Staff and the technician will manage all email access, maintenance of the school’s website, web filters and all other issues related to internet access.
  - Students and staff will notify the teacher and administrator of any inappropriate material so that access can be blocked.
  - Only the student’s first name and last initial will be used.
  - Information published on the website will be of a high standard and meets legal requirements
  - Signed parent and student consent (see below) is required to be completed in order to gain access to the internet or to publish work, photos or videos on the internet.

Evaluation

This policy will be reviewed as part of the school’s three year review cycle or earlier if circumstances deem it necessary.
INTERNET ACCEPTABLE USE

Student Agreement
I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable sites I will immediately click on the home or back button and inform my teacher.

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- Unauthorised programs including games are not permitted to be brought to school.
- Only search for appropriate sites for the learning activity and use the internet at school to help me learn.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Remember that the content on the web is someone’s property and ask my teacher for assistance to get permission if I want to use information or pictures (not more than 1% may be reproduced and it must be acknowledged).
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information in my answer).
- Talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the Internet
  - I come across sites which are not suitable for our school
  - Someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities.

I understand that breaches of the rules will see me lose my internet/email access rights for a period of time determined by my teacher in consultation with the Principal.

STUDENT NAME:
STUDENT SIGNATURE:
DATE:

Parent/Guardian Agreement:
I do / do not agree to allow my child to use the internet at school. I have discussed the scenarios, potential problems and responsible use of the internet with him/her.

PARENT NAME:
PARENT SIGNATURE:
DATE: