



ICT and Responsible Use of Digital Technologies POLICY

Policy No.1.3

Preamble

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. Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Purpose

Schools need to use digital technologies as an integral component of their learning and teaching programs safely and responsibly.

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 expected to reinforce this behaviour at home.

Students are provided with tools and strategies to monitor learning patterns and problem solving strategies. This provides a sound foundation for transforming personal learning. They gain an understanding of Internet protocols and strategies for exchanging information, which enables them to share and challenge their own and other people's ideas and solutions with a global audience.

Wales Street Primary School believes the teaching of cyber safe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

ICT, an interdisciplinary domain, focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge

- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

Definitions

ICT: For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video

eSmart: A Victorian Government initiative, developed by the Alannah and Madeleine Foundation, which aims to eliminate cyberbullying by changing cyber safety behaviours of information and technology users.

Cyber Risk: Dangers involving digital technologies. This includes: cyber bullying, inappropriate content, hacking, identity theft, hardware and software security.

Cyber Safety: Protection from Cyber risks.

Guidelines for Implementation

- Staff use of Wales Street Primary School's devices and/or network to access the internet or any other ICT application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.
- Wales Street Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DET's policy on [Using Digital Technologies to Support Learning and Teaching](#).
- The Acceptable Use Agreement (AUA) will be introduced and discussed with students during the Learn-to-Learn program at the start of each new school year. The AUA will be renewed each year with students and parents signing the agreement and will be kept on file.
- Student use of the Wales Street Primary School's devices and/or network to access the internet or any other ICT application is governed by our school. Students will be made aware of behaviour which is not acceptable when using ICT and the school's Code of Conduct will apply to breaches of expected behaviours.
- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc) will not be tolerated by Wales Street Primary School and consequences will apply to students in accordance with Wales Street Primary School Student Engagement Policy.
- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see [Acceptable Use Policy](#)).
- Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, and gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

- Photographs, video or digital images of a student are considered “personal information” and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may be governed by the Copyright Act 1968 (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act.

Wales Street Primary School will exercise special care, diligence when photographing, and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:

- a clear explanation of the film or photo process
- proper information about the project, including the message, the medium and the audience
- all proposed and foreseeable uses of the material, including secondary uses
- the impacts of the material being disseminated
- timeframes
- any relevant intellectual property matters
- that the person can choose not to be photographed or filmed.

Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

The introduction of the BYOD 1:1 iPad program in 2019, will be governed by an additional Acceptable Use Agreement that is cosigned by parents and students with specific expectations and conditions pertaining to the use of personal devices.

Information nights will be conducted to inform parents about the use of iPads in the grade 4 learning program and cyber safety education will be a key part of the introduction to the program for the students each year. A manual and relevant information outlining the program can be found on Compass- School Documentation.

RESPONSIBILITIES AND CONSEQUENCES

The use of the Wales Street Primary School’s ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school’s ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as specific school policies e.g.

- Student Engagement policy
- Inclusion policy
- Bullying policy
- Communication policy
- Privacy policy

Responsibilities

Status: *Current 2021*

Review: **2024**

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/another person has used her account, 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. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Consequences of Improper Use

Consistent with the school's Student Engagement Policy, breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

For Students:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- suspension of iPad use at school (BYOD program) for a designated time

For Staff:

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information - <http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

LINKS

School Policy and Advisory Guide Links (click on hyperlinks below):

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cybersafety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

Other school policies which are connected with this policy are:

- Bullying policy
- Student Engagement policy
- Inclusion policy
- Duty of Care policy
- Privacy policy

Version	Edited by/Comments	Next review
2013	Ratified by school council	2016
2017	Draft and to be ratified	2020
2021	Reviewed to include BYOD device program	2024
2021	Updated Links, AUP and Essential Agreement	

Student Acceptable Use Agreement & BYOD iPad program

2021

I agree to use digital technologies in a safe, smart and responsible manner by ensuring that the rules below are followed at all times.

When I use digital technologies at Wales Street Primary School I will **respect resources**, which means:

- I will follow teacher instructions for following prompts and accessing files, programs, apps, email and internet resources
- I will only use digital technologies for educational purposes
- I will not connect any device to any other devices without teacher permission
- I will not use the device before or after school
- I will not use the device during wet/sweat (hot) day timetables

When I use digital technologies at Wales Street Primary School I will **respect others**, which means:

- I will not use digital technologies to upset, offend, harass, threaten or in any way harm other people or the school, even if it is meant as a joke
- I will observe copyright rules by respecting the information, ideas and artistic works of others, and acknowledge the creator or publisher of digital resources
- I will not re-post private messages, or take or send photos, sound or video recordings of people without their permission
- I will always respect the rights, beliefs and privacy of others

When I use digital technologies at Wales Street Primary School I will **keep myself safe online**, which means:

- I will never share photos or personal information about myself or other people (including name, address, telephone number, email addresses, birth date etc.)
- I will use correct naming protocols on my device (First Name/ Initial *no emojis*)
- I will keep my usernames and passwords safe and secure
- I will not attempt to alter or bypass security, monitoring or filtering that is in place at school
- I will not deliberately attempt to access inappropriate or non-educational content
- I will not meet with anyone I have met online.

BYOD iPad agreement:

- Messaging Apps will be switched off at school (DET Guidelines)
- My headphones are to be used only when directed by the teacher in charge, and must be relevant to learning tasks.
- I will use the apps, websites and settings as recommended and required to support my learning.
- I will be active in backing up my data and managing the apps and free space on my device.
- I acknowledge that any personal games, apps or data may be removed if they are being used or accessed inappropriately during learning time, or if there is insufficient space for my work.
- I will pass on my passcode to school staff if requested.

Student Agreement I understand that breaches of the rules will see me lose my iPad access rights for a period of time determined by the Principal, eLearning Coordinator or my teacher.

Student Name _____ Grade _____ Date _____

I support the agreement above and have discussed the agreement with my child.

Parent signature: _____

Wales Street ICT Essential Agreement

Wales Street Primary School is becoming an eSMART school. We are learning to be positive Digital Citizens. We will be **responsible** users of ICT, where everyone has the **right** to feel safe and comfortable at school at all times.

If I choose not to be a responsible Digital Citizen, I will lose demerit points and accept the consequences related to the behaviours displayed.

12 Demerit Points (per year)

3 back per term

Minor behaviours	Suggested consequences	Demerit Points
Not following teacher instructions or using ICT without permission	Verbal warning You become the last person to access future privileges	1
Disrespecting Devices (eg: Carrying devices unsafely, running, walking while using device) Changing iPad name (must have student name)	Revisit lesson on ICT usage. Model how to carry devices. Discuss consequences.	2
Devices left on the floor or around the learning spaces or not putting away devices after use	Revisit lesson on ICT usage Discuss why devices should not be left on the floor. Student helps to pack up devices at the end of the lesson.	2
Repeated occurrences of any minor behaviour	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion). Phone call home describing why the ban has occurred.	double
Major behaviours	Suggested consequences	Demerit Points
AirDropping without permission	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Inappropriate content will require conversation with parents/Principal	6

	(double demerit points)	
Playing personal games/ Watching Youtube (for entertainment)	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Informal conversation with parents.	4
Cyber bullying at school or home	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Referred to Principal Class immediately. Police notified if appropriate.	10
Invading and accessing other people's files/iPads deliberately	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Police notified if appropriate.	7
Changing settings or passwords on computers/school or peer's iPads	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion)	9
Using iPads outside the classroom (without supervision) - including before and after school; wet/sweat day timetables.	Complete incident report (Compass/Chronicle) Confiscation Notifying teacher Three warnings and contact parents/carers	5
Take, store or <i>share</i> photos of other students, without their permission, on my iPad or online.	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Informal conversation with parents.	9
Use Messaging apps (eg iMessage/ whatsapp etc) during school time or inappropriately.	Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Informal conversation with parents.	10

<p>Searching <u>inappropriate content</u> and/or sharing with others (case by case)</p>	<p>Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion) Referred to Principal Class Informal conversation with parents. Police notified if appropriate.</p>	<p>12</p>
<p>Purposefully damaging ICT parts</p>	<p>Complete incident report (Compass/Chronicle) Banned from ICT for a time period (up to teacher discretion). Have to finish publishing whatever task they have with pen and paper. Police notified if appropriate. Student made to reimburse the cost of replacement or repair.</p>	<p>12</p>

Consequences

- supervised usage of device

- not using device in outside area ($\frac{3}{4}$ area)

- Any students who have recorded 12 (or close to 12) demerit points will be referred to leadership (principals)