



INFORMATION and COMMUNICATION TECHNOLOGY 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

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

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.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

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.

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 behavior, 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.
- Distribution of school owned devices to students and personal 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 school's Acceptable Use Agreement/Procedures for students.
- 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.

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 eg:

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

Responsibilities

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

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 behavior 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:

- The Anti-bullying
- The Student Engagement & Inclusion policy
- The Duty of Care policy
- The Privacy policy

| Version | Edited by/Comments | Next review |
|---------|----------------------------|-------------|
| 2013 | Ratified by school council | 2016 |
| 2017 | Draft and to be ratified | 2020 |
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Wales Street Primary School-Internet Acceptable Use Policy

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 (*Ask students to reflect on how they would 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 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 agreement/licence

(Teacher)

acknowledges the commitment of

(student)

to being a polite, safe and responsible user of digital technologies.

As a student I continue to learn to use digital technologies safely and responsibly.
I will ask a trusted adult for help whenever I am unsure or feel unsafe.

Student's signature

Parent signature

Date



Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the potential problems and responsible use of the Internet with him/her. I understand that responsible use includes both at school and at home.

I will contact the school if there is anything here that I do not understand. I understand that my child will lose computer access privileges for improper use of the internet or social media.

Parent/Guardian Signature :Date.....