

# **Hazelwood North Primary School**

## **Information & Communication Technology Policy**

**Produced in consultation  
with the school community**

**June, 2013**

**Principal: Paul Jorgensen  
School Council President: Felicity Di Toro**

## School Profile Statement

Our school recognises the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/ guardians work with us and encourage this behaviour at home.

At our school we:

Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.

Have a Student Engagement Policy that clearly states our school's values and the expected standards of student behaviour, including actions and consequences for inappropriate behaviour.

Educate our students to be safe and responsible users of digital technologies

Raise our students' awareness of issues such as online privacy and intellectual property including copyright.

### **Rationale:**

- The internet and portable electronic devices provide students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities as 21<sup>st</sup> Century learners.

### **Aims:**

- To improve student learning outcomes by increasing access to world-wide information.
- To develop skills in discriminate and effective internet usage.
- To engage in and develop 21<sup>st</sup> Century ICT literacies.

### **Implementation:**

- Our school actively supports access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.
- All students and staff at our school will have censorship filtered internet and email access. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Students' use of portable electronic devices brought from home will be determined by the classroom teacher and the use of such technologies is a privilege not a right.
- Teachers will develop the student understanding of what is appropriate/inappropriate material through classroom learning experiences.
- Parents are expected to monitor appropriate/inappropriate material on their son/daughter electronic device. Where material is deemed inappropriate it is expected that the device will not be bought to school or the material will be deleted.

- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the Principal of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the Teacher or Principal of inappropriate material shall include the removal of access rights.
- Signed parent and student consent (see attached) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet, or participate in videoconferencing.
- Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used in local use. Privacy laws must be adhered to with regard to published photos and other media. Permission for the taking of individual's photos must be obtained.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.
- The use of personal electronic devices brought to school is not covered by any school or DEECD insurance policy and are brought to school with the understanding that the individual has responsibility for its use and keep.

**Evaluation:**

- This policy will be reviewed in 2015 as part of the school's regular review cycle.

# Acceptable Use Agreement

## Safe and responsible behaviour

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.

This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means I:

- protect my friends' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.

This means I:

- never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking 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
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don't deliberately search for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

# ICT CODE OF PRACTICE

## Student Agreement

I agree to use the Internet, email, personal electronic devices or videoconferencing at our school in a responsible manner for purposes stated by my teacher and as indicated in the Acceptable Use Agreement.

If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on Learning Technologies I will:

- Only work for purposes specified by my teacher
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send, upload or use my photo or another person's photo without first checking with my teacher.
- Always have my teacher's permission before sending e-mail, videoconferencing or accessing the internet in any way, shape or form.
- Compose e-mail messages or other social media using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- I will not use material from other web-sites or electronic means unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet, social media or other electronic transmissions to frighten or annoy other people.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Ensure I have permission to photograph another individual and only use that image for school approved activities.

I understand that breaches of the rules will see me lose my ICT access rights for a period of time determined by my teacher or HNPS staff members.

Student Name \_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date \_\_\_\_\_

## Parent/Guardian Agreement:

I agree to my child using the Internet and Learning Technologies at school for educational purposes in accordance with the Student Agreement above.

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

I do/do not consent to my child having their first name (last initial) published on the school's Internet site.

I do/do not consent to my child having their picture published on the school's Internet site.

I do/do not consent to my child corresponding with others, using email.

Parent/Guardian Signature \_\_\_\_\_  
Parent/Guardian Name \_\_\_\_\_  
Date \_\_\_\_\_