INFORMATION AND COMMUNICATION TECHNOLOGY: ACCEPTABLE USE POLICY

STAWELL WEST
Challenge, Opportunity & Achievement

CONTEXT:

The use of Information and Communication Technology encompasses almost every aspect of our teaching and learning environment. This policy has been developed to assist students and teachers in the safe use of a whole range of technologies. The Information and Communication Technology Acceptable Use Policy incorporates a variety of moral, legal and professional issues to be addressed.

At Stawell West Primary School, we believe it is important for staff and students to develop the skills necessary to become responsible, reliable and respectful users of Information and Communications Technology. In order to assist this process the Acceptable Use Policy is far more than guidelines to be followed: it is a set of rules for the safe and responsible use and ongoing care of all Information and Communications Technology equipment.

This policy is to be incorporated into the Student Code of Conduct for Stawell West Primary School.

USE OF COMPUTERS AND OTHER EQUIPMENT

The care and correct and safe use of Information and Communications Technology equipment is vitally important to the ongoing success of teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of computers and other equipment at all times.

(a)   GENERAL RULES OF USAGE
- (i)   Hands should be clean at all times when using any ICT equipment.
- (ii)   No food or drink is permitted near any ICT equipment at any time.
- (iii)   Modifying any settings on the computer or audio-visual equipment (eg backgrounds, screensavers, video settings, shortcuts, etc) is not permitted without permission from a teacher.
- (iv)   Under no circumstances is it permitted for any software to be transferred between school and students' homes *WITHOUT TEACHER PERMISSION*. This includes any project files, files downloaded from the Internet, via email, etc.
- (v)   Students are not permitted to access or interfere with another student's work without authorisation.
- (vi)   **If in doubt about what is permitted at any time, ask the ICT Coordinator.**

(b)   CARING FOR COMPUTERS
- (i)   Ensure that all computers are correctly shut down after each lesson.
- (ii)   Periodically, all technologies equipment is to be wiped down with a dry, clean cloth.
- (iii)   Ensure all students are made aware of the general rules of usage prior to using ICT equipment.

USE OF THE INTERNET

At Stawell West Primary School, the Internet has become an important resource in teaching and learning programs across all curriculum areas.
The emphasis at this school is on the safe, careful and responsible use of the Internet. Deliberate misuse of the school's Internet facilities will result in the application of the Consequences for Disregard of the Acceptable Use Policy(AUP) guidelines.

(a)   ACCEPTABLE USE OF THE INTERNET

(i)   Students must always seek permission from a teacher and be under teacher supervision at all times when accessing the internet.

(ii)   Students are not to look for, view or download unacceptable graphics, sounds, or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance.

(iii) If a student has mistakenly accessed an inappropriate website, they are to turn off the monitor and inform a teacher as soon as possible.

(iv)   As soon as the teacher is informed, they need to approach the ICT co-ordinator to block the site in question.

(v)   The downloading of **ANY** material from the Internet requires permission from a teacher.

(b)   ACCEPTABLE USE OF EMAIL FACILITIES

(i)   Students should always use normal, polite and considerate language when using the email facilities to send and receive messages.

(ii)   Students must gain permission from a teacher before sending any email messages anywhere.

(iii) Students are not to access any other person's email at any time.

(iv)   Sending any personal information (full name, address, phone numbers, etc) via the school email system is strictly forbidden.

(v)   The exchange of other files (graphics, sounds, etc.) using the school email system is unacceptable without teacher permission.

(vi)   If a student should receive an email message that makes them feel uncomfortable, they are to immediately tell a teacher.

(c)   ACCEPTABLE USE OF AUDIO/VISUAL EQUIPMENT, CAMERAS AND VIDEO CAMERAS

(i)   Teachers must pre-book cameras and iPad from the ICT coordinator.

(ii)   It is the teacher's responsibility to ensure that all photos or images have been downloaded or saved prior to the return of items.

(iii) In regards to cameras, batteries need to be recharged, if they have expired. Otherwise, the batteries are to be taken out of the camera and placed alongside camera in camera bag.

(iv)   Students must gain permission from a teacher to use and access cameras and iPads.

(v)   Students must gain consent from parties that are being recorded or photographed.

(vi)   All audio visual equipment used by students must stay within the school.

PUBLISHING WORK USING INFORMATION AND COMMUNICATIONS TECHNOLOGY

At Stawell West Primary School, we stress the value of quality in our work, and require that all student work be thoroughly checked before being published. This includes multi-media presentations (e.g. Word, PowerPoint, and Excel), outgoing email messages, and so on. Using resources, such as the Internet, for publishing is an extremely valuable and exciting way to share students' work. It is also vitally important that we remember that such work is available for the world to view, and as such must be of the highest quality.

(a)   ACCEPTABLE QUALITY OF PUBLISHED WORKS

(i)   Students should thoroughly check their work before attempting to publish it using ICT. This should include spelling, grammar, appropriateness of graphics, sounds, etc.

After being checked by a student, the work **MUST** then be checked thoroughly by a teacher, and be authorised as being suitable for publication.

(b) **COPYRIGHT LAWS**

    (i)   Students and teachers must consider Copyright Laws at all times when copying any type of material for use in their work.

    (ii)   If student work is to be published only within the school setting (eg. books, posters, presentations, etc) then materials copied from other sources need only be referenced in a bibliography or reference list.

    (iii) If student work is to be published on the World Wide Web, permission must be gained from the owners of any material copied or used within their work, (e.g. pictures, sounds, etc.) Such permission may be gained through email contact, written requests, etc.

    (iv) If students are unsure as to whether they require Copyright permission they should ask a teacher for advice.

(c) **PERMISSION FOR PUBLICATION OF STUDENT WORK**

    (i)   Any student work deemed suitable for **public** viewing (e.g. on the Internet, via email projects, etc) can only be published after the appropriate permission form has been completed by respective students' parent/s or guardian/s at the beginning of the year. Personal details of students (close-up facial photographs, full name, address, phone number, etc) are **never** to be included with published works.

    (ii)   Work to be published for viewing or use only within the school setting does not require parental permission.

CONSEQUENCES FOR DISREGARD OF THE ACCEPTABLE USE POLICY GUIDELINES BY STUDENTS

Students at Stawell West Primary School have a right to the use of the extensive ICT available to them. They also have a responsibility to use them sensibly and maturely. Should students not do this, the following system of penalties will be invoked where necessary. If a deliberate or particularly offensive act occurs, step 1 may be by-passed.

1. **Verbal warning to student and inform Principal.**

2. **Short term (one week) suspension from using computers within the school. Principal and parents are informed.**

3. **Long term (one month) suspension from using computers within the school. Parents are called up for a meeting with the principal, teacher and offending student.**

4. **Any subsequent offences would be dealt with under school wide suspension procedures as outlined in the student code of conduct.**

All offences should be reported to the ICT coordinator and the Principal.

Students will be made aware of these penalties on a regular basis in each classroom.

STAFF CODE OF USE WITH ICT

With the availability of extensive ICT on both a professional and personal basis, comes extensive responsibility in its use. To assist in this process the following Staff Code of Use has been developed.

(a)   RESPONSIBILITY FOR COMPUTERS

Staff are responsible for the care of their own computers, and should immediately notify the school if any damage occurs to them. Staff should ensure the careful use of extra or new non-school based programs, ensuring no software is introduced that may result in the spread of a virus. Staff are also responsible for ensuring Copyright Laws are adhered to.

(b)   RESPONSIBILITY FOR SECURITY ISSUES

(i)   Classroom/School Security – all staff are responsible for the security of their ICT on a daily basis in their classrooms. At the end of each day all ICT equipment should be returned and charged.

(ii)   Home Security – staff should take every reasonable precaution in caring for any school ICT which they have in their care. This includes their own Laptop, iPads, video cameras and other devices which they may wish to borrow from time to time. Staff should be aware that DET Insurance policies do not cover theft, damage, etc outside school grounds, so any replacement of damaged/stolen equipment must be paid for by the school, not an Insurance company. As part of this procedure items to be borrowed from school (not including staff laptops) over weekends and term breaks are to be registered at the office.

(c)   RESPONSIBILITY FOR IMPLEMENTING THE AUP

Staff are responsible for the ongoing implementation of the ICT Acceptable Use Policy within their classrooms. Teachers are to ensure children are familiar with its contents, and that the guidelines contained within it are followed closely. Staff are also responsible for imposing any penalties as a result of a breach of the guidelines by students, as set out in Consequences.

Acceptable use policy for ICT resources
The acceptable use policy outlines appropriate use of the Department's information, communication and technology resources.
The policy covers people using the Department's ICT resources, including but is not limited to:

- employees
- contractors
- volunteers
- school council members
- regional offices
- users working from home.
-

ICT resources are any devices, applications, software and networks owned by the Department. This includes notebooks, printers, scanners, cameras, usb memory sticks, email and internet use.

(d)   SUMMARY

- Users must use the Department's ICT resources professionally and appropriately at all times.
- Users should remember that Departmental ICT resources are provided to staff for business purposes and to enhance effectiveness and efficiency at work.
- The Department's ICT resources must not be used for unlawful, offensive or otherwise improper activities. For example, they must not be used:

- o for material that is pornographic, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening
  - o to stalk, bully, harass, defame or breach copyright.
- ICT resources can be used for personal use during breaks if it is not excessive and is within the acceptable use policy.
- An authorised person (e.g. a principal, a regional director, a deputy secretary) can monitor your use of the Department's ICT resources if they have a valid reason for doing so.
- If you discover inappropriate content on a Department computer, you should report it to your manager or principal.
- A breach of the policy is regarded seriously. Depending on the seriousness of the breach, termination of employment is a possible outcome.

(e)   RESPONSIBILITY FOR USE OF ICT PRIVATELY

It is expected staff will use the school ICT facilities (e.g. Internet, e-mail, etc.) to enhance their own development. The use of school facilities for personal gains, political use or profit-making ventures is unacceptable. If unsure of any possible use of the ICT facilities, staff should consult with the ICT Co-ordinator or refer to DET Internet and E-mail AUP. Staff should also be aware that Copyright Laws apply in the home as well as at school, and it is their responsibility to abide by them.

Staff will be encouraged to maximise the possible benefits of Internet and e-mail usage through practical application.

(f)   PHOTOPRAPHING AND FILMING OF STUDENTS

Stawell West Primary School is to ensure that it:
(I)   protects the personal information of individuals
(II)   respects the individual's right to control how and for what purpose their personal information is used
(II)   complies with the relevant legislation and Department policy.

Principals must:
- advise parents/guardians when photographs and/or film are to be taken and how they will be stored and used (i.e. Facebook, Website etc.)
- provide parents/guardians with the choice to withhold or withdraw consent for their child to be photographed or filmed
- control and manage how and when others collect and publish photographs and/or film of students
- obtain parents'/guardians' permission before student photographs and /or film are published
- consider whether to allow parents/guardians to photograph or film their children participating in school events or performances.

Note: Schools must ensure that a professional photographer engaged by the school sign a Confidentiality Deed prior to being permitted to take school photographs.

CYBERSAFETY

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Cyber Safety encompasses technologies such as the Internet, and electronic communication devices including mobile phones and other wireless technology. With increasing sophisticated and affordable communication technologies, there is a real need for children and young people be thoroughly informed of both the benefits and risks of using these new technologies and provides safeguards and awareness for users to enable them to control their online experiences and the appropriate use of all technologies

ICT in the 21st Century has an all-encompassing role within the lives of children and adults. New technologies are enhancing communication and the sharing of information. The Current and emerging technologies used in school and more importantly in many cases, used outside of school by children include:

- The Internet
- email
- Instant messaging (msn, aol) which often using simple web cams
- Blogs (an on-line interactive diary)
- Podcasting (radio / audio broadcasts downloaded to computer or MP3/4 player)
- Social networking sites (myspace, piczo, bebo, hi5, facebook, twitter)
- Video broadcasting sites (youtube)
- Chat Rooms (teenchat, habbohotel)
- Gaming Sites (neopets, miniclip, runescape, clubpenguin)
- Music download sites (apple, napster, kazzaa, livewire)
- Mobile phones with camera and video functionality
- Mobile technology (e.g. games consoles) that are „internet ready".
- Smart phones now come with e-mail, web functionality and cut down „Office" applications.
- X-Box and Play Station (these also have the capacity of internet connection)
- Other applications or technologies still to be released.

At Stawell West Primary:
- All reasonable and appropriate steps have been taken to protect pupils. The school recognises that despite employing safety procedures, in some circumstances, the Internet may give children access to undesirable information or images.
- Children are regularly reminded that should they encounter inappropriate material on line they must immediately:
- Turn off the screen, report immediately to the teacher or supervising adult who will record the URL and other details and refrain from describing or encouraging others from accessing the site either directly or through a search engine.
- Should a child or teacher encounter unsuitable material, this will be reported to the ICT coordinator as a matter of urgency by the site administrator.

CYBERBULLYING
Cyber bullying is bullying through the use of communication technology like mobile phone text messages, e-mails or websites. This can take many forms for example:
- Sending threatening or abusive text messages or e-mails, personally or anonymously.
- Making insulting comments about someone on a website, social networking site (eg: MySpace) or online diary (blog)
- Making or sharing derogatory or embarrassing videos of someone via mobile phone or e-mail (such as „Happy Slapping" videos)
- It should be noted that the use of ICT to bully could be against the law. Abusive language or images, used to bully, harass or threaten another, whether spoken or written (through electronic means) may be libelous, may contravene the Harassment Act 1997 or the Telecommunications Act 1984 for example.

- It should be noted that the use of the web, text messages, e-mail, video or audio to bully another pupil or member of staff will not be tolerated.
- There are many types of cyber-bullying. Although there may be some of which we are unaware, here are some of the more common:
    - Text messages – that are threatening or cause discomfort – also included here is "Bluejacking" (the sending of anonymous text messages over short distances using "Bluetooth" wireless technology.
    - Picture/video-clips - via mobile phone cameras – images sent to others to make the victim feel threatened or embarrassed.
    - Mobile phone calls – silent calls or abusive messages; or stealing the victim's phone and using it to harass others, to make them believe the victim is responsible.
    - Emails – threatening or bullying emails, often sent using a pseudonym or somebody else's name.
    - Chat room bullying – menacing or upsetting responses to persons (children, young people or adults), when they are in web-based chat room.
    - Instant messaging (IM) – unpleasant messages sent while children conduct real-
    - time conversations online using MSM (Microsoft Messenger) or Yahoo Chat; although there are others.
    - Bullying via websites – use of defamatory blogs (web logs), personal websites and online personal "own web space" sites such as Bebo (which works by signing on in one"s school, therefore making it easy to find a victim) and Myspace – although there are others.

RELATED POLICIES AND RESOURCES

https://www.education.vic.gov.au/school/teachers/management/infrastructure/Pages/acceptableuse.aspx?Redirect=1

https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx

REVIEW PERIOD

Ratified by School Council *Date:*	11 December 2018
Signed *Principal:*	
School Council President:	Jim O'Brien
Next Review Date:	Lindy Chester
	October, 2020

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ICT User Agreement Form 2019

At Stawell West Primary School we recognise the need for students to be safe and responsible users of digital technologies. We believe that explicitly teaching you about safe and responsible online behaviours is essential and is best taught in partnership with your parents/guardians. We request that parents/guardians work with us and encourage this behaviour at home.

At Stawell West we:
- Support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment.
- Educate our students to be safe and responsible users of digital technologies.
- Raise our students' awareness of issues such as online privacy, intellectual property and copyright.
- Supervise students when using digital technologies for educational purposes.
- Provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed.
- Respond to issues or incidents that have the potential to impact on the wellbeing of our students.
- Know that some online activities are illegal and as such we are required to report this to the police.
- Provide parents/guardians with a copy of this agreement.
- Support parents/guardians to understand the importance of safe and responsible use of digital technologies, the potential issues that surround their use and strategies that they can implement at home to support their child.

The purpose of this ICT User Agreement is to protect students when using digital technologies at school, at home, during travel between school and home, school excursions, camps and extra curricula activities. Its aim is to ensure that your actions do not infringe existing laws or adversely affect your fellow students or the School's reputation. The agreement applies to any student at Stawell West who is using Digital Technologies. Students are expected to abide by the Digital Technologies Policy and Procedures of Stawell West Primary.

A digital device such as an iPad, laptop or other device used at school needs to be used appropriately. At Stawell West Primary, we want you to be the best that you can be, so what is appropriate can change. Sometimes it is appropriate to shoot video or take pictures with an iPad, or play a game on an iPad or computer and other times it is not. Your teacher will tell you during class what is appropriate and when in doubt you should ask them before you proceed.

By signing this ICT User Agreement, you agree that you will:
- Be respectful and cyber safe when using devices at school and during activity on the internet and on social media sites that takes place outside of school
- Hand your personal mobile phone or other ICT device in to the office as soon as you arrive at school and then pick it up at the end of the school day.
- Make sure you are safe by making sensible choices online just as you would offline
- Avoid infringing existing laws or impacting negatively upon the School's or an individual's reputation.

I understand and agree to comply with the ICT User Agreement and the Digital Technologies Policy and Procedures of Stawell West. I understand that the school has established actions and consequences if I do not behave appropriately. I have discussed the ICT User Agreement with my parent(s) or guardian(s).

Student Name:

Signature:

Year Level in 2019:

Parent/Guardian Name:

Signature and date:

STAWELL WEST

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AUTHORISATION FOR THE PUBLICATION OF STUDENT PHOTOGRAPHS

Dear Parents/Carers,

The students of Stawell West Primary are frequently featured in newspaper articles and photographs highlighting the outstanding achievements of individuals and the exemplary programs offered by the school. It is recommended that we gain approval before photographs and children's names are made public.

Please complete the following form for your child/children.

Yes, I am happy for my child/children's photograph and name to be used in the media or to publicise/promote the school and its activities.

No, I do not want my child/children's photograph and name to be used in the media or to publicise/promote the school and its activities.

RELEASE FORM FOR STUDENT WORK AND PHOTOGRAPHS TO BE PUBLISHED ON THE INTERNET & FACEBOOK

In 2019 your child's work and/or photos of your child/children may be selected for inclusion on the school's Web and Facebook pages. A global audience can access student work published on the Internet. Students may also appear in web sites promoting the school, for example: Northern Grampians Shire, the RACV web site.

Your child/children will continue to own the copyright on the work to be published. Under no circumstances will any personal information such as full names, home address, phone number, or any close-up facial photographs of your child be published on the internet by the school.

Yes, I give permission for my child's/children's work/photo to be published on the Stawell West Primary School Web Page, Facebook Page and sites promoting Stawell West Primary School.

No, I do not give permission for my child/children's work to be published on the Stawell West Primary School Web Page or Facebook Page.

Students Names:

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Parent/Guardian Name:

Signature and date: