ICT Acceptable Usage

Policy

Policy review team members:
Richard Barren, Whole Staff; Education Committee

This policy was last ratified by
School Council on: 19/10/2015

Rationale:
Mt Eliza Primary School believes the teaching of cyber safety and responsible online behaviour (digital citizenship) is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe when 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 requested to reinforce this behaviour at home.

Aims:
Mt Eliza Primary School uses the internet and digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources, and acknowledge they must be used responsibly.

Implementation:
All students at Mt Eliza Primary School must agree to use the internet and mobile technologies responsibly at school. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

At Mt Eliza Primary School we support our school community by:
- regularly monitoring online student behaviours and ICT usage,
- working towards an eSmart framework (cyber bullying and bullying) accreditation,
- Year 3-6 students using Edmodo (online learning portal),
- utilising digital citizenship resources from ACMA (Australian Communication and Media Authority) and DEECD to support teacher programs,
- following guidelines from DEECD Bully Stopper Program,
- P-6 students involved in cyber safety programs provided by the federal government- Hectors World and Cyber Quoll and,
- providing parent information sessions focused on cyber safety principles.

In addition to this our school:
- has policies in place that outline the values of the school and expected behaviours when students use digital technology and the internet,
- provide a filtered internet service and secure school network,
- provide access to the Department of Education and Early Childhood Development’s search engine, Connect (www.education.vic.gov.au/primary or www.education.vic.gov.au/secondary) which can be used to direct students to websites that have been teacher recommended and reviewed,
- provide supervision and direction in online activities and when using digital technologies for learning,
- support students in developing digital citizenship skills,
- provide cyber safety programs which are reinforced across the school,
- use mobile technologies for educational purposes (e.g. podcasts or photos from excursions).
across the school (Grade 5 and 6 1:1 iPad program and iPads in P-2 area),

- provide support to parents/carers to understand this agreement (e.g. language support),
- provide support to parents/carers through information evenings and through the document attached to this agreement for parents to keep at home and,
- supervise and support students when using digital technologies within the classroom and
  establish clear protocols and procedures when working in online spaces including reviewing and
  considering the safety and appropriateness of online tools and communities:

**Evaluation:**

This policy will be reviewed as part of MEPS policy cycle in October, 2016
APPENDIX 1 - MISDEMEANOURS

When aspects of the Student Acceptable Use Agreement have been breached, the following management plan will be implemented (in accordance with our behavioural management plans):

Misdemeanours for inappropriate use of mobile and school owned devices can include:

- The use of 3G or 4G mobile WIFI on a device is not allowed. Only the school network is to be used by students while at school
- Devices being used when not under the direct supervision of the teacher
- Using the iPad camera when not under the direct supervision of the teacher
- Electronic not remaining in their protective covers
- Electronic devices are left in an unsafe space, vulnerable to damage (on the floor, on the edge of the table)
- Non approved games or entertainment is not to be accessed during school time
- Music is not able to be listened to during classes or study, unless used for learning as directed by teacher
- Students should not touch or use the device of another person without their permission
- Inappropriate use of the school network, or attempting to access the school network via another person’s login and username
- Giving personal details to others, such as passwords, lock codes, or locker padlock codes is strictly prohibited
- Do not use iMessage, Instagram, Skype, Kik or any chatrooms or social media while at school
- Do not send or use of inappropriate or explicit language, photos or images
- Posting of photos or videos of other students in school uniform or other identifying features, or staff on social media is not allowed
- Transmission or sharing of copyrighted or pirated apps is strictly prohibited
- Accessing or sharing of offensive, profane, threatening, pornographic, obscene or sexually explicit materials is strictly prohibited
- Spamming other users is not allowed
- Using the school’s internet or email accounts for financial or commercial gain, or for any illegal activity is not allowed
- Engaging or participating in credit card fraud, electronic forgery, ID theft, or other forms of illegal behaviour
- Vandalising other student iPads or school equipment
- Attempting to bypass the school filtering system via any means
- Taking iPad out of school bag before and after school (in the playground)

PLEASE NOTE
- When an incident occurs out of school hours and evidence (screen shot) is presented to the school, it will be followed up in accordance with this policy.
APPENDIX 2 - CONSEQUENCES

Consequences for misdemeanours and inappropriate use of mobile devices

All students at Mt Eliza Primary School have a right to use the extensive Mobile Technologies available to them. They also have a responsibility to use it sensibly and maturely. Should students not do this, the following system of consequences will be applied as appropriate.

1. **First Offence** - Verbal warning to student, name recorded by classroom teacher.

2. **Second Offence** – Written warning issued to student to go home to parents (phone call to be made before letter being sent home). Warning letter to be returned to school signed by parent, name recorded again.

3. **Third Offence** – short term (two week) suspension from using any Learning Technology facilities unless under direct supervision. Letter home to parents, name recorded again.

4. **Fourth Offence** – long term (one month) suspension from using any Learning Technology facilities unless under direct supervision, meeting with the parents.

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

**Please note that should a deliberate or particularly offensive act occur, Level 1 – 3 may be bypassed.**

All offences and actions taken will be reported (and recorded) to the Principal or Assistant Principal and the ICT Coordinator. Students will be made aware of these penalties on a regular basis in each classroom.
APPENDIX 3 - MT ELIZA PRIMARY SCHOOL STUDENT AGREEMENT

When I use digital technologies and the internet I agree to be a safe, responsible and ethical user at all times, by:

- respecting others and communicating with them in a supportive manner; never writing or participating in online bullying (e.g. forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviours),
- reporting to a teacher or a trusted adult (in confidence), if I see others participating in unsafe, inappropriate or hurtful online behaviours,
- protecting my privacy; not giving out personal details, including my full name, telephone number, address, passwords and images,
- protecting the privacy of others; never posting or forwarding their personal details or images without their consent,
- talking to a teacher or a trusted adult if I personally feel uncomfortable or unsafe online,
- carefully considering the content that I upload or post online; knowing that this is a personal reflection of who I am and what people think of me,
- investigating the terms and conditions of use (e.g. age restrictions, parental consent requirements) and if my understanding is unclear seeking further explanation from a trusted adult,
- confirming that I meet the stated terms and conditions and completing the required registration processes,
- handling ICT devices with care and notifying a teacher of any damage or required attention,
- abiding by copyright and intellectual property regulations; requesting permission to use images, text, audio and video and cite references where necessary,
- not downloading unauthorised programs, including games and,
- not interfering with network systems and security, the data of another user or attempting to log into the network with a user name or password of another student.

In addition, when I use my personal mobile devices (including my phone) I agree to be a safe, responsible and ethical user at all times, by:

- keeping devices on silent during class times; only making or answering calls or messages outside of lesson times (except when approved as part of a lesson),
- respecting the privacy of others; only taking photos or recording sound or video when others are aware and formal consent has been provided as part of an approved lesson,
- respecting others and communicating with them in a supportive manner, including outside school hours and in social contexts by not making harassing phone calls/text messages or forwarding on messages and,
- obtaining appropriate (written) consent from individuals who appear in images or sound and video recordings before forwarding them to other people or posting/uploading them to online spaces.

This Acceptable Use Agreement applies to all digital technologies and the internet including (although not limited to):

- school owned ICT devices (e.g. desktops, laptops, printers, scanners)
- mobile phones and student owned devices
- email and instant messaging
- internet, intranet
- social networking sites (e.g. Facebook)
- video and photo sharing websites (e.g. YouTube)
- blogs or micro-blogs (e.g. Twitter)
- forums, discussion boards and groups (e.g. Google groups)
- wikis (e.g. Wikipedia)
- vod and podcasts
- video conferences and web conferences.

This Acceptable Use Agreement applies when digital technologies and the internet are being used at school, during school excursions, camps and extra-curricular activities, and at home.

I understand that my child needs to comply with the terms of acceptable use and expected standards of behaviour set out within this Agreement.

Student name: ____________________________________________

School name: ____________________________________________

School contact name: ______________________________________

School contact no.: ________________________________________

Parent/Guardian Name: ____________________________________

Parent/Guardian Signature: _________________________________

Date: ___________________________________________________