

Information and Communication Technology

Policy Statement

Croydon Hills Primary School will provide opportunities for all students to access and develop competencies with the broadest possible range of Information and Communication technologies (ICT). Computers, iPads, Digital Still and Video Cameras, Interactive Data Panels and Audio Visual Equipment are used as tools that support and develop learning and enhance educational outcomes.

Rationale

Croydon Hills Primary School supports the belief that through Information and Communication Technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to create and use information in a discriminating, effective and creative way. Croydon Hills Primary School supports and develops the concept of Digital Citizenship in an Online World. All students will use ICT as a routine part of classroom activities across the curriculum.

It is crucial that students understand what they should and shouldn't be doing online. Behaving safely online means:

- protecting your own privacy and personal information
- selecting appropriate places to work and contribute
- protecting the privacy of others
- being proactive in letting someone know if something does not seem right

Implementation

1. There will be an ICT coordinator with a team of teachers to coordinate the ICT program in the school.
2. It is the responsibility of all users to abide by the policy.
3. The use of the school's network is subject to the Acceptable Use Procedures (see appendix). These procedures are intended to be consistent with other school policies including anti-bullying and student welfare.
4. Parents will sign an Internet usage agreement which is on the enrolment form for students in Foundation to Year 2. Parents and students in Years 3 and 4 will sign an ICT acceptable use agreements each year and students in Years 5 and 6 will sign an ICT and one2one acceptable use agreements each year.
5. Where there is a reasonable belief that illegal activity may have occurred the Principal will report the suspected illegal activity to the police.
6. Use of CHPS ICT systems must – (a) be for DEECD purposes only, or where authorised or required by law, or with the express permission of an Authorised Person; and (b) be used like other business communications and comply with any codes of conduct, ministerial orders or legislative requirements which apply to the user, for

example, the Code of Conduct for the Victorian Public Sector, the *Education and Training Reform Act 2006* (Vic) and the *Public Administration Act 2004* (Vic)

7. Users of CHPS ICT systems may use DEECD ICT systems for personal use provided the use is not excessive and does not breach this policy. Users must not engage in excessive personal use of CHPS ICT systems.

8. Obtaining unauthorised access to electronic files of others, or to email or other electronic communications of others, is not permitted and may constitute a criminal offence under the *Crimes Act 1958* (Vic) or other legislation.

9. CHPS ICT systems must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or DEECD liability. The audience that views an electronic message may be unexpected and widespread.

10. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and down loaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement. Copying material to hard disk or removable disk, printing or distributing or sharing copyright material by electronic means, may give rise to personal and/or CHPS liability, despite the belief that the use of such material was permitted.

12. Illegal or unlawful use includes but is not limited to use of pornography under the *Crimes Act 1958* (Vic), offences under the *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995* (Vic), defamatory material, material that could constitute racial or religious vilification, unlawfully discriminatory material, stalking under the *Crimes Act 1958* (Vic), use which breaches copyright law, fraudulent activity, computer crimes and other computer offences under the *Cyber Crime Act 2001* (Cth) or *Crimes Act 1958* (Vic) (as amended by the *Crimes (Property Damage and Computer Offences) Act 2003* (Vic)) or any other relevant legislation.

14. All users of CHPS ICT systems should be familiar with DEECD anti-discrimination, equal opportunity policies and harassment policies.

15. Users of CHPS ICT systems who receive unsolicited offensive or inappropriate material electronically should notify the Principal. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto CHPS ICT systems except where the material is required for the purposes of investigating a breach of this policy.

References

- DEECD Using Technology to support teaching.
- DEECD Acceptable Use Policy
- www.dbcde.gov.au/helpbutton

Review- As part of the school's cyclic process.

Information and Communication Technology

Acceptable Use Guidelines

Croydon Hills Primary School (CHPS) is providing students access to the school's electronic network. This network includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world.

We believe the teaching of cyber safety and responsible online behavior is essential in the lives of students and is best taught in partnership between the home and school. Safe and responsible behavior is explicitly taught at our school and parents/carers are requested to reinforce this behavior at home.

This document contains the expectations for students' acceptable use of the CHPS electronic network. Please read thoroughly, sign and return to the school.

Student Agreement

When I use digital technologies 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 (for example, forwarding messages and supporting others in harmful, inappropriate 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.
- Not bringing any digital device to school that I do not have a signed acceptable use agreement for.
- Talking to a teacher if I feel personally uncomfortable or unsafe online, or if I see others in unsafe, inappropriate or displaying hurtful online behaviours.
- Following all teacher instructions regarding the use of the Internet and E-mail.
- Only accessing appropriate information, which is relevant to my work.
- Getting permission from the teacher if I want to use information or pictures from the web.
- Think carefully about what I read on the internet, question if it is from a reliable source and use the information to help answer any questions
- Taking great care of all ICT equipment in the school. This includes computers (Desktops, Laptops), interactive data panels, projectors, digital cameras, iPads, iPods, printers, scanners, microphones and headphones.
- Not installing, uploading or downloading software without permission from the school.
- Not bringing or downloading unauthorised programs, including games, to the school or run them on school devices.
- Using a mobile device such as a camera in a responsible way by:
 - a. Only taking photos and recording sound or video when it is part of a class or lesson and I have teacher approval
 - b. Seeking permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
 - c. Seeking teacher permission before uploading any content to websites (e.g. blogs)

This Acceptable Use Guidelines for Mobile Devices also applies to students during school excursions, camps and extra-curricular activities. **Failure to adhere to the ICT Acceptable Use Guidelines - WILL result in the student forfeiting their privilege to be part of the Croydon Hills Primary School Electronic Network.**



ICT Acceptable Use Agreements

Students

Student Section

Student Name: _____

Class: _____ Date: _____

I have read the Croydon Hills Primary School ICT Acceptable Use Policy document. I agree to follow the rules contained in the guidelines.

I understand that failure to follow the ICT Acceptable Use Guidelines - WILL result in me forfeiting my privilege to be part of the Croydon Hills Primary School Electronic Network.

Student Signature: _____

Date: _____

Parent/Carers Agreement

Advice for Parents Please keep this as a resource to use at home

At school the internet is mostly used to support teaching and learning. However, at home it is often used differently. Not only is it a study resource for students, but it is increasingly being used as a social space to meet, play and chat.

If you have the internet at home, encourage your child to show you what they are doing online. If not, see if you can make a time to visit the school to see their work and how the school uses the Internet.

Bullying, stranger danger, gossip, telling the wrong people personal information have long been issues for young people growing up. These are all behaviours which now present online. These are not 'virtual' issues. They are real and can harm and hurt.

At home we recommend you:

- make some time to sit with your child to find out how they are using the internet and who else is involved in any online activities
- ask your child to give you a tour of their 'space' if they are using a site which allows them to chat, publish photos, play games, etc
- always get your child to set their space to 'Private' if they use a social networking sites such as Mooshi Monsters, Club Penguin and Minecraft (they are then in control of who can contact them and accesses their information)
- have the computer with internet access set up in a shared place in the house - not your child's bedroom
- negotiate appropriate times for your child's online activities and use of mobile phones or iPods
- ask questions when your child shows you what they are doing:
 - How does it work, how do you set it up and can you block out people?
- Who else is sharing this space or game - did you know them before or 'meet' them online and what do you know about them?
- Why is this so enjoyable - what makes it fun?
- Can you see any risks or dangers in the activity - what would you say to warn/inform a younger child who was going to start to use the space?
- What are you doing to protect yourself or your friends from these potential dangers?
- When would you inform an adult about an incident that has happened online that concerns you?
- Is there a recommended age for use of this program

If you have any concerns about this agreement or internet safety contact your school or call 1800 880 176 or visit http://www.cybersmartkids.com.au/for-parents_tips.htm or email connect.manager@edumail.vic.gov.au



Parent/Guardian Section

I have read the Croydon Hills Primary School ICT Acceptable Use Guidelines document.

I give permission for my child to access all components of the school electronic network, which includes Education Department Internet access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment / software for educational purposes.

I understand that failure to adhere to this ICT Acceptable Use Guidelines - WILL result in my child forfeiting their privilege to be part of the Croydon Hills Primary School Electronic Network.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

One2one iPad Program

2014 - Acceptable Use Agreement (AUA)

iPad General Use

- The iPad is supplied predominately for use by the student. They are responsible for all information and content on the device, which needs to fit within the AUA guidelines for ICT and the one2one program.
- The iPad will be managed at home via a family set up iTunes account.
- The students should come to school each day with sufficient charge for the day's activities. Charging will not be an option at school.
- The iPad must not be left sitting on the ground, on a chair or left outdoors at any time. They should be left on tables or stored in tubs when not in direct use.
- The iPad will not be taken outside without the direct permission of a teacher during class time, recess or lunchtime.
- Staff have the right to look at any application or file on the iPad at any time.
- The school strongly recommends that when using the iPad at home it is use in a family or common area and not in the bedroom.
- The iPad should be backed up on a regular basis. We are recommending Thursday nights as back-up night. The back-up is best to a home computer (where the iTunes account is) or can be done directly to iCloud over wireless. The iCloud back-up will back up only data not applications.
- It is the parent's responsibility to insure the iPad. Most parents list it on their home insurance although other insurance policies are available. The Department of Education does not take responsibility for personal items.

iTunes

- (a) An iTunes account is necessary to download applications (software) to allow the iPad to function. Parents may choose to use an existing iTunes account or create a new one. It is not necessary to use credit card details for the creation of an iTunes account. We strongly recommend not putting in credit card details.
- (b) Parents/Legal Guardians should install the school recommended core educational apps from the iTunes Store.
- (c) By using the iTunes Store website a user agrees to be bound by the Terms and Conditions of Use that apply to the website.
- (d) A user is entirely responsible for maintaining the confidentiality of information held in the user's account, including the user's password and for any activity that occurs under the user's account as a result of failing to keep this information secure and confidential.
- (e) Additional applications purchased will be the responsibility of the Parent/Legal Guardian and reflect the behaviours promoted in the school Acceptable Use Agreement.
- (f) The school would highly recommend that a parent be listed as an email contact for the iTunes account when software is being purchased (term used for free programs also) so they can track the usage.
- (g) Parental controls should be set on the iTunes account and password protected to ensure they stay in place.

These controls are found in iTunes menu > Preferences > Parental > Age Restrictions. Password protecting is the padlock icon on the bottom left of the window. This will assist in managing content within iTunes.

iPad Restrictions

We strongly suggest that you look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the senior Primary School age group for the different categories. **The passcode should not be known by the student.**

eSmart

CHPS is registered as an eSmart school. This is a whole school program designed in conjunction with the Education Department and The Alannah and Madeline Foundation for schools across Australia. This is a comprehensive Cyber Safety Program for which students are expected to meet the guidelines.

13+ Software

There are a number of applications, which have a 13+ rating on the iTunes store and for general use.

Some of these are **not to be** on the iPad at any time, Facebook, Twitter, Instagram, Kik and Snapchat being the prime examples.

There is however some applications or services that we deem appropriate for use that will be supervised at school with parent permission. Parents will be provided with information regarding apps and their intended use at school.

Responsibility for iPad

It is the student's responsibility to ensure that the iPad is looked after. Like all personal items bought to school the school has no liability for damage or loss of any personal items bought to school.



One2one iPad Program Acceptable Use Agreement (AUA)

Student Section

Student Name: _____

Class: _____ Date: _____

I have read, with my parents, the Croydon Hills Primary School one2one iPad Program Acceptable Use Agreement. I agree to follow the rules contained in the agreement.

I understand that failure to follow this AUA may result in me having my privileges suspended or revoked.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Croydon Hills Primary School one2one iPad Program Acceptable Use Agreement.

I give permission for my child to participate.

I understand that failure to follow this AUA may result in me child having their privileges suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Internet Code of Practice

The Internet provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

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.

I agree to allow my child to access the Internet within areas specified, that have been previously viewed by the classroom teacher or quality assured and available through the Department of Education and Early Childhood Development's website or other sources approved by the school. As the student progresses through the school they will agree to use the Internet in a responsible manner, but if they find themselves in unsuitable locations they will immediately click on HOME or turn the monitor off and inform the teacher.

When using the Internet at Croydon Hills Primary School students will be expected to:

- Only work on the web for purposes specified by their teacher.
- Not give out personal information such as their surname, address, telephone number, parents' work address/telephone number.
- Never send their picture without first checking with their teacher.
- Not use material from other websites unless they have permission from the person who created the material. If they are unsure they will check with their teacher.
- Not use the Internet to frighten or annoy another person.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Always let the teacher know if there is something that makes them feel uncomfortable.

Parent/Guardian Agreement

I agree/do not agree to _____ using the Internet at school for educational purposes.

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

Parent/Guardian Signature _____ Date _____

Parent/Guardian Name _____

Image and Work Publication Release Permission Agreement

I give/refuse (circle) permission for my child _____ to have his/her image (still or moving) displayed on the Croydon Hills Primary School Internet Site or Facebook Page whilst enrolled at CHPS.

I agree to allow my child to have examples of his/her work and/or photo in other material produced and published by the school. The author will be acknowledged according to the guidelines above and the material will become the intellectual property of the school.

I understand that my child's image and work may be identified by their first name only.

I understand that in the case of significant public relations beyond the school community, I will be informed if my child's image is to be used and I will be able to request a copy.

Parent/Guardian Signature _____ Date _____