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# INFORMATION & COMMUNICATION TECHNOLOGIES POLICY

## 1.0 Rationale

The purpose of Information and Communication Technologies (ICT) at *Our Lady of the Way School* is to:

- enhance student learning opportunities;
- promote student achievement;
- acknowledge and accommodate the different stages and styles of student learning in the implementation of the curricula;
- support student/school communication.

This policy is a demonstration of our commitment to the development of skills and attitudes in the use of computers, mobile devices and the Internet and emerging technologies for staff and students.

Information and Communication Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include computer systems, tablets and related applications such as email and the internet and emerging technologies; discussion forums, chat rooms, blogs, network sites, podcasts, instant messaging systems, mobile phones, video or still cameras and audio recording devices.

## 2.0 Aims

- Ensure the safety of users.
- Educate students, parents and staff about the acceptable use of computers, tablet computers, the Internet and emerging technologies.
- Have specific guidelines for the use of Information and Communication Technologies.
- Educate students and parents about what appropriate and inappropriate use of Information and Communication Technology is and provide guidelines and suggestions to support them to use it safely. An “*Acceptable Use of Information Technologies Policy*” is signed by all students and parents.
- Support teachers and staff in providing professional development around cyber safety for students and Internet and emerging technologies awareness presentations.

### 3.0 Implementation

#### *3.1 Acceptable use includes:*

- Developing skills and acquiring new knowledge and understanding.
- Being responsible for the development of our own learning.
- Helping others to use the computer to acquire correct information or learn new skills.
- Developing social skills (digital citizenship) and correct online etiquette.
- Learning to respect the rights and privacy of others.
- Reporting to the teacher when a site is found that makes the user uncomfortable or sites they know to be inappropriate.
- Following the teacher's directions when using Information and Communication Technology, the Internet and emerging technologies.
- Using communication tools such as email, blog posts and class web pages responsibly and using them for learning purposes only.

#### *3.2 Unacceptable use includes:*

- Accessing sites without educational value in our school situation or which are inappropriate.
- Knowingly engaging in any activity, which may interfere with the working or other use of the Information and Communication Technology.
- Giving out own or other people's personal details including name, address or email address or any other classified information.
- Publishing any teacher's or student's photo without their permission.
- Downloading or printing material from the web without checking the copyright of the site or acknowledging the source.
- Altering any of the school computer settings, which may interfere with the running of the network.
- Using games, CD ROMs or other storage devices containing personal (other than school projects/research materials) or downloaded items or devices brought from home, or personal email accounts from home such as Gmail, yahoo, Hotmail on the school computers/tablet devices.
- **Cyber bullying** - bullying through information and communication technologies, such as mobile phone text messages, emails, phone calls, internet chat rooms, instant messaging and social networking websites.

#### *3.3 Consequences of improper use may include:*

- Loss of access privileges for a period of time
- Informing parents/carers
- Legal action

### 4.0 Evaluation

The Principal, with delegated responsibility to the Leadership Team will be responsible for the planning, implementation and review of this policy.

# Our Lady of the Way Primary School, Emu Plains



## Acceptable Use of Information Technologies



## Primary Student Policy & Agreement

### Introduction for Parents

The purpose of Information and Communication Technologies (ICTs) at *Our Lady of the Way School* is to:

- enhance student learning opportunities
- promote student achievement
- support student – school communication

The use of these ICTs within school should be responsible, legal, appropriate and for educational purposes and should follow the guidelines outlined in this policy.

This policy applies to the use of all school related ICTs for educational purposes, whether provided by the school or the student.

Both students and parents/guardians must read this policy and sign the attached agreement. The agreement should then be returned to your child's class teacher.

### Definitions

Information and Communications Technologies are any electronic device or related applications which allow users to record, send, access or receive information, in textual, audio, image or video form. These may include but are not restricted to:

- computer systems, iPads, iPods and related applications such as email and internet
- discussion forums, blogs, chat rooms, Facebook, twitter, podcasts and instant messaging systems
- video or still cameras and audio recording devices
- mobile phones

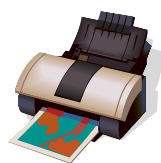
### 1. Policy for Students

At *Our Lady of the Way School* I have computers and other ICT tools to help me learn.

These may include:



Computers



Printers



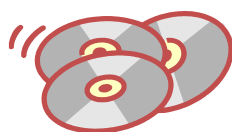
iPads



IWB



Videos & Cameras



CDs/DVDs



Email



Internet






iPods




## 2. Acceptable uses

When I use these tools I should:





### Respect resources

<p>Use the computer &amp; ICT equipment</p> 	<p>Use the files, programs, internet resources and email as shown by my teacher</p> 	<p>Look after all computers &amp; ICT equipment</p> 
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### Respect others

<p>Share the computers and take my turn</p> 	<p>Write the author's name when I take information and pictures from the internet</p> 
<p>Observe Netiquette Guidelines</p> <ul style="list-style-type: none"> <li>• Behave online as I am expected to behave in real life</li> <li>• Make sure that email and online messages are written carefully and politely</li> <li>• Use appropriate language and keep messages short and precise</li> <li>• Be careful about making jokes. Jokes can be misunderstood and hurt people's feelings</li> <li>• Do not type in all capitals. It is like shouting online. Shouting at someone is impolite</li> <li>• Anything I post online or in an email should be checked by a teacher before it is sent</li> </ul> 	

### Keep yourself safe online

<p>Keep my passwords and personal work safe</p>  <p>●●●●●●●●</p>	<p>Tell my teacher if I see/hear something that makes me feel unsafe</p> 
<p>Use the internet and email only under teacher supervision</p> 	<p>Always get the teacher's permission before publishing my personal information or photos on the internet or in an email</p> 

### 3. Unacceptable uses

I should NOT:

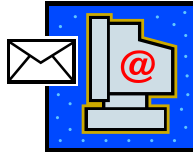
Use other people's work, files or passwords



Bring computer software from home and install on school ICT equipment



Share my full name, address or post a photo of myself, download or share files with other internet users without the teacher's permission



Enter chat rooms, face book or other social network sites



- Post or send inappropriate, hurtful or inaccurate comments about another person
- Use disrespectful or inappropriate language
- Harass another person. If someone tells me to stop sending them messages, I must stop
- Re-post a private message without the permission of the person who sent the message
- Take or send photos, sound or video recordings of people without their permission
- Use material from the internet in a manner which breaks copyright laws



### 4. Consequences

If I break these rules:

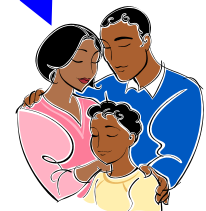
I will not be able to use the computer or ICT tools for a considerable period of time



My teacher will tell



the principal



my parents

**Activities that threaten the safety of others or deliberately damage school ICT resources are illegal. Such activities may be reported to the police.**

**Please note it is illegal for any child under the age of 13 to use or create an account on the social networking site Facebook**

2016

## Student Acceptable Use of ICT

### Our Lady of the Way Student Letter of Agreement

I have read and understand the rules for using Information Communication Technology at *Our Lady of the Way School*.

#### **Student**

*I have read and understand the rules and responsibilities of the school's Acceptable Use Policy. I also understand that, the principal and my parents/guardians will be notified immediately, if I do not keep these rules and act responsibly. I may also be unable to use the Internet and school computers for a considerable period of time.*

Student Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/2016

Signature: \_\_\_\_\_



#### **Parent or Guardian**

*As the parent or guardian of this student, I have read the Acceptable Use Policy. I understand that these resources are designed for educational purposes. I also recognise that it is impossible to completely restrict access to controversial materials. I hereby give permission for my child to be given access to information and communication technologies as deemed appropriate by the school, including access to email and the internet.*

Parents Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/2016

Signature: \_\_\_\_\_

#### **BYOD - Permission to bring electronic device(s) to school: Parent/Guardian (Years 3 to 6 Only)**

*I give permission for my son/daughter to bring his/her electronic device to school to be used in accordance with the Acceptable Use Policy. I understand and accept that the school does not take responsibility for damage or loss of equipment.*

Device(s): \_\_\_\_\_

Serial Number(s) \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/2016

Signature: \_\_\_\_\_

**(Students will not be permitted to use ICT at OLOW until this agreement has been signed and returned to school)**