



# INFORMATION & COMMUNICATION (ICT) ACCEPTABLE USE POLICY

ROSANNA  
PRIMARY SCHOOL

POLICIES

This policy has been developed by members of School Council.

<b>Date written:</b>	2011	<b>Date reviewed:</b>	2015
<b>School Council Ratified:</b>	Nov 2015	<b>Next review:</b>	2016

## PURPOSE

This policy is to ensure that our school provides a challenging and dynamic learning environment that integrates technologies, engages all students and equips them with the appropriate ICT skills and knowledge to be active and successful members of the 21<sup>st</sup> century global society.

## POLICY STATEMENT

### **We recognise that:**

- Our school has an important role in ensuring that students know how to use Information and Communication Technologies (ICT) appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.
- DET eLearning policy and guidelines are to be used as the basis for our eLearning plans
- All staff are expected to demonstrate a strong commitment to eLearning
- There is to be a whole school approach to the planning for eLearning
- Where appropriate, eLearning is to be integrated into all learning domains
- ELearning resources are to be provided on an equitable basis across the whole school
- All students, staff and visitors are expected to be responsible users of technology
- Cyber safety is to be given major consideration at all times
- Staff are to be provided with opportunities to develop their ICT skills and knowledge through involvement in professional learning sessions and collegiate discussions

## Definition

For the purpose of this policy, Information and Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices.
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P (Peer to Peer) file sharing.

- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

## GUIDELINES

- Staff use of Rosanna Primary School devices and/or network to access the internet, or any other ICT application, is governed by the Department's [Acceptable Use Policy \(AUP\)](#) as amended from time to time.
- Rosanna Primary School is committed to safely and responsibly using ICT as an integral component of the learning and teaching programs. Refer to DET policy on [Using Digital Technologies to Support Learning and Teaching](#).
- Student use of the Rosanna Primary School devices and/or network to access the internet or any other ICT application is governed by Rosanna Primary School Acceptable Use Agreement for students. <http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/lolconsent.aspx>
- Students will be made aware of behaviour which is not acceptable when using ICT and the Student Engagement and Inclusion Policy, behavior management guidelines will apply to breaches of expected behaviour – see 'Consequences' included in this document.
- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate) will not be tolerated by Rosanna Primary School and consequences will apply to students in accordance with Student Engagement and Inclusion Policy, behavior management guidelines.
- Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.
- Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/guardians provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the Rosanna Primary School Acceptable Use Agreement/Procedures for students. The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action.
- Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- Photographs, video or digital images of a student are considered 'personal information' and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014 (Vic) (PDP Act)* and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (**Copyright Act**). To comply with the PDP Act, consent is required from parents/guardians before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act [see [Acceptable Use Agreements and Consent](#) forms].
- Rosanna Primary School will exercise special care and diligence when photographing all individuals and members of our school community.

- Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent.

## **IMPLEMENTATION**

- All year levels will be given equitable access to ICT facilities.
- A scope and sequence of eLearning skills will be provided for each year level.
- ICT will be used by all staff for planning, curriculum delivery, assessment and reporting.
- All ICT users will adhere to acceptable use principles as set down by DET and school policies.
- Documented ICT safety standards will be adopted across the whole school.
- Cyber-safety will be incorporated in the area start-up programs at all levels of the school.
- Access to the Internet will be restricted to approved sites through the school's internal and DET external filtering systems.
- Whenever possible, ICT resources will be used for multi-age activities such as buddy programs and times when students are grouped for special theme days.
- We will look for opportunities to collaborate with other schools and students such as online projects.
- High quality technical support is to be provided on a regular and frequent basis.
- Teacher professional development will be on-going and reflect the needs of the school and the individual staff member.
- The school's virus protection system will be continually updated.
- A staff member will be nominated to take charge of the ICT program. This person, who will be released for at least one hour per week to liaise with the principal or technicians, will be responsible for preparing and monitoring the yearly budget, trialling new software programs, supporting other staff members, managing resource acquisition, liaising with the computer technician and designing and maintaining the school's web page.
- An annual ICT program budget will be developed to provide funds for the maintenance of appropriate hardware, software, consumables and technical support. This budget will be reviewed each year to cover future increases in Internet costs, new leases and increased technical support costs.
- Teaching staff will be encouraged to lease a notebook computer through the DET Notebooks for Teachers program. Staff who are recipients of a notebook are expected to embrace the requirements of users guidelines which includes a commitment to :
  - 1) The use of learning technologies.
  - 2) Undertake appropriate professional development
  - 3) Regular use at both home and school for curriculum planning, classroom teaching, assessment and reporting, school leadership, planning and administration.
  - 4) Share strategies and materials with other staff.
- All software will be approved by the ICT coordinator/ eLearning committee.
- Prior to publishing work on the Internet, parents will sign an Internet Understanding, agreeing that children's work, first names and photos may be used. This will become part of the enrolment procedure and be included on the enrolment form.

## **RESPONSIBILITIES AND CONSEQUENCES**

The use of the Rosanna Primary School ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- Student Engagement and Inclusion policy
- Anti-bullying (specifically cyber-bullying) and anti-harassment policies
- Privacy policy

### **Responsibilities**

It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

### ***Acceptable Use (FOR FURTHER CONSIDERATION)***

Students are expected to:

- Use the equipment with care and respect.
- Follow teacher instructions regarding the use of the Internet.
- Use the Internet appropriately and for purposes related to classroom work.
- Use work files at both home and school as required.
- Students and parents are encouraged to have appropriate security measures on home PC.

### **Consequences of Improper Use**

Consistent with the Student Code of Conduct breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

#### **For Students:**

- a) Removal of network access privileges.
- b) Removal of email privileges.
- c) Removal of internet access privileges.
- d) Removal of printing privileges.
- e) Other consequences as outlined in the school's student code of conduct.

#### **For Staff:**

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information. <http://www.education.vic.gov.au/school/principals/infrastructure/pages/accepstableuse.aspx>

- a) Use of ICT to engage in behavior that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.
- b) While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

## **EVALUATION AND REVIEW**

The Rosanna Primary School Information & Communication (ICT) Acceptable Use policy will be reviewed annually or more often if necessary due to changes in legislation or policy. School Council will evaluate its relevance in line with community expectations as represented by parent members on School Council.

## **REFERENCES**

School Policy and Advisory Guide Links (click on hyperlinks below):

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cyber safety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

## **RELATED DOCUMENTS**

### **Policy**

Anti-bullying (including cyber-bullying) and Anti-harassment Policy  
Student Engagement and Inclusion Policy

This document can be found at:  
USER:/Policies/Ratified Policies