

Flemington Primary School

ICT Acceptable Use Policy



1. PURPOSE AND RATIONALE:

Flemington Primary School is committed to creating a safe and responsible attitude towards digital learning and believe that the home and school environments must work together to ensure this. We believe in using technologies to effectively support learning and that digital devices are an important tool that can be used to build on learning gained through more traditional teaching means.

2. POLICY STATEMENT:

The School believes it is important that students are able to use many different tools to enhance and promote learning. One of these is digital technology which must be used in a safe, responsible and meaningful way. Students must be able to use the technology confidently, knowing that they are neither endangering themselves or anyone else. It is important that students understand this, both in group and individual situations. Cyberbullying and other forms of digital irresponsibility will be taken very seriously at the School. Parent/carers are expected to reinforce this at home and all stakeholders are to be aware that some behaviours are illegal and where necessary will be reported to police.

3. DEFINITIONS:

- **Digital Technologies** - are electronic devices, systems and resources that generate, store or process data. It includes but is not limited to laptops, iPads, video and audio players/recorders, computer workstations and other technologies that may be connected to the Internet.
- **Cyberbullying** - is when an individual, or group, use digital technology to intentionally hurt another person or group of people. Cyberbullying is often covert bullying. Bystanders may often be involved.
- **ICT** - is Information Communication Technology.

4. ACTION GUIDELINES:

To enable the achievement of a safe and responsible digital learning environment all groups involved are expected to act and behave in a manner that protects everyone. To achieve this; the School will support the rights of all members of the school community to engage in responsible and safe use of ICT. The School will promote a safe, inclusive and supportive digital learning environment (including online spaces) by:

- Promoting the responsible and safe use of digital technology;
- Ensuring technology is used specifically to aid and support a learning purpose;
- Ensuring technological devices become one of the tools used for learning and not the only tool;
- Ensuring that students are taught about responsible online behaviour and that this is reinforced through communications with Parents/carers;
- Offering teachers professional development to support them in being able to use technology as a tool in its most powerful form;

- Providing a filtered internet service in accordance with DET requirements, but acknowledge that full Protection from inappropriate content can never be guaranteed. Due to this the School will ensure that its duty of care is abided by at all times;
- Allocating a program budget each year to ensure the updating and maintenance of ICT/eLearning resources; and
- Providing information to the school community through a variety of communication channels throughout the year. This will include information and tips related to this policy.

Staff are expected to:

- Ensure technology is used as a tool to support, challenge and promote learning;
- Ensure that effective research based teaching approaches are used when using technology;
- Ensure that when technology is being used, clear learning outcomes are achieved; and
- Act upon any reported instances of cyberbullying.

Students are expected to:

- Use digital technology only for the learning activities they are directed to do;
- Not engage in any form of cyberbullying;
- Only open websites they have been directed to use technology for learning not recreational purposes; and
- Report instances of cyberbullying.

Parent/carers are expected to:

- Report to the School any concerns regarding their child's use of technology; and
- Work with the School to establish a safe and appropriate digital culture.

5. MONITORING, REPORTING AND REVIEW:

It is the desire of the School that all students are positively involved with their learning. Digital learning is no exception and its use within the curriculum will be monitored on an annual basis by team leaders and year level staff. Breaches of safe and responsible use will be recorded and acted on in line with the School's Bullying and Harassment policy. The School will closely monitor online activities within the classroom to ensure they are in line with the required learning expectations. This includes the ICT content of the lesson and individual student behaviour.

6. RELATED POLICIES AND DOCUMENTS:

- Bullying and Harassment Policy
- Engagement and Inclusion Policy

7. REFERENCES:

- DET Supporting Digital Learning for School Professionals
<http://www.education.vic.gov.au/school/teachers/support/Pages/digital.aspx>
- DET School Policy and Advisory Guide for Principals and Administrators
<http://www.education.vic.gov.au/school/principals/spag/curriculum/pages/techsupport.aspx>
- DET Bully Stoppers - Schools and Cybersafety
<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/princyber.aspx>
- eSmart Schools
<https://www.esmartschools.org.au>

8. REVISION HISTORY:

This DRAFT policy was PROVISIONALLY ratified by School Council in on NOVEMBER 27TH, 2017. IT WILL BE PUBLISHED FOR SCHOOL COMMUNITY FEEDBACK AND COMMENTS UNTIL FRIDAY DECEMBER 15TH, 2017.

It will be reviewed as determined by School Council or every 3 years.

9. BYOD Addendum (for 2018 Only)

The School staff and the community at Flemington Primary School have decided to phase out the use of the BYOD program by the end of 2018. The following applies ONLY to students/staff in Grades 5 and 6 in 2017 and then Grade 6 in 2018.

When using personal devices, students will:

- Only use their personal devices as directed by the teacher;
- Whilst in the school grounds, personally owned devices will be used for educational purposes;
- Ensure their device is turned off before and after school (8:30am to 3:45pm);
- Label their BYOD clearly with their names;
- Be responsible for using the device in accordance with the School's **ICT Acceptable Use Agreement**.
- Ensure their BYOD is protected and secure when not in use and that their passcode is kept private;
- Connect their device to the School's network and be subject to DET filters and firewalls; and
- Ensure their device is fully charged before coming to school every morning.

The School will:

- Provide Parent/carer education in support of technology use in an ongoing capacity throughout the school year;
- Specify a recommended list of device types that will be supported on the School's network;
- Accept no responsibility for replacing lost, stolen or damaged personally owned device belonging to staff or students; and
- Provide secured areas for students to place their personally owned devices in when not in use.

Parents/carers will:

- Use the school office, not their student's device to contact them in cases of emergency or other notifications.

The School will only provide support for School approved personally owned devices. This support includes:

- Connecting devices to the School's wireless network;
- Configuring a School specified email account on the personally owned device;
- Facilitating applications deployment through the installation of a self-service portal; and
- Skilling of students in the safe and responsible use of their device (including relevant, approved applications) in accordance with Victorian Curriculum.

The School will not take any responsibility for any personal aspects of the device. This includes:

- Updates to operating systems, configurations and applications;
- Reloading operating systems/fixing software or physical faults;
- Warranty or asset tracking; and
- Charging and backing up of device.