I.C.T POLICY

Rationale:

In today's society, ICT is an integral part of everyday life. For this reason, it is vital that students have opportunities to experience, learn about and use a variety of ICT devices, programs and resources. Not only do students need to learn how to use ICT, they need to be critical and discriminate users of technology, whilst ensuring their own safety and the safety of others.

Aims:

- To improve students' ICT skills by teaching them how to use a variety of devices, programs and resources.
- To improve students' learning outcomes in all curriculum areas by expanding their access to relevant information and providing tools for the organisation and presentation of their ideas.
- To ensure that all students develop skills in critical literacy, and question the validity of information they may find on the Internet.
- To ensure that all students maintain a high level of safety when using ICT.

Implementation:

- Teachers implement the curriculum as outlined in the ICT Concepts & Skills.
- Teachers actively develop students' ICT skills and abilities in the classroom through explicit teaching as well as integrating through all curriculum areas where appropriate.
- Students are explicitly taught to question and validate the information they find on the Internet.
- Students are taught safe ICT practices by providing them with information as well as opportunities to practise these skills within a safe environment.
- A parental consent form covering the publishing of work samples, names and photographs is completed on the student's enrolment and is valid throughout their school life.

Care and Safety

It is important that all staff model the correct procedures for the care and safety of all ICT equipment in the school. It is expected that:

- Students are taught from Foundation to Grade 6 to move and use equipment in a safe and responsible manner.
- The ICT 'Acceptable Use' guidelines are visibly displayed in each classroom and referred to on a regular basis.
- Costs for wilful damage to ICT equipment may be incurred by the student or parent.
- Teachers will ensure safe use and storage of all ICT devices in their PLT areas.

Social Media

Social media is a group of online applications such as social networking sites, wikis, blogs, video and audio sharing sites, and message boards that allow people to easily publish, share and discuss content. Conversations in social media are a dialogue, an opportunity to listen, share, collaborate and respond to our colleagues and communities.

Examples of these may include, but are not limited to: Facebook, Twitter, Kik, Snapchat, Instagram and more. These are all blocked at school for students, but are open for teacher access.

Staff are to ensure that they follow relevant department policies including the Code of Conduct and ensure that they follow the terms and conditions for any third-party sites.

http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/socialmedia.aspx

Any incidents of student social media use outside of the school that impacts children's well-being and safety at school will be followed up by the leadership team.

Cybersafety

Cybersafety is an important issue for young children. By the time young children arrive at school many are already online or using digital technologies. Our school recognises the need for students to be safe and responsible users of technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians. We request that parents/guardians work with the school and encourage this behaviour at home.

We understand that students are still learning to use digital technologies safely and responsibly. They should ask a trusted adult for help whenever they are unsure or feel unsafe.

Any students found to be behaving inappropriately online may be banned from the using ICT at school for an individually determined length of time.

To ensure a robust Cybersafety program at Forest Street PS, we expect that:

- Teachers explicitly teach Cybersafety sessions to students throughout the year.

- Teachers continuously remind students of safe online behavior during ICT usage in any curriculum area.

- Teachers make students aware of the Cybersafety Help button on the school Intranet (ForestNet) and model its use.

- Visiting experts will be utilised to provide student and parent information forums (eg ACMA, Life Ed Van, Police Resource Officers) on a regular basis.

- Cybersafety items will be included regularly on the school newsletter.

- We are active members in the eSmart program as part of the Madeleine & Allanah Foundation.

- We are subscribers to relevant online Cybersafety programs.

- We have links to Cybersafety websites (eg Cybersmart) on our school Intranet (ForestNet) for easy access.

- Students are introduced to the 5Ps in each classroom – Permission, Privacy, Profiles, Positive, Protect. Posters will be displayed clearly in each classroom.

Mobile devices and Personal Electronic Devices:

Mobile devices are important modern day communication tools. Forest Street Primary School recognises the potential value of technology in shaping our students' educational experiences and the new avenues it can offer for learning. Personal Electronic Devices have the capacity to enhance student productivity, extend the range of learning opportunities and broaden engagement with the digital world, but only when used in the proper context.

Personal Electronic Devices include, but are not limited to, the following technologies: mobile phones, portable entertainment systems (e.g. iPods, MP3 and MP4), photo, video and/or audio devices, iPads and other tablets, notebooks, laptops, netbooks and any other wireless technology.

Personal Electronic Devices are brought to school at the owners' risk. Forest Street Primary School will not accept any responsibility for any loss, theft or damage to Personal Electronic Devices at school, at school events or in transit to and from school.

Students must store their Personal Electronic Devices in their supervising teacher's desk at the commencement of the day and collect at the end of the day. They are not to be used in the playground or in classrooms at any time, unless the teacher deems it appropriate.
The school reserves the right to confiscate the item where necessary, with parents contacted to collect.

iPads/Tablets:

The school has a number of school-owned iPads. Students are not currently able to use their own iPads or similar tablets on the school network. Staff are permitted to use their own iPads for educational purposes and may get them connected to the school network.

On the school-owned iPads, students and staff are not permitted to download any apps, with the exception of the Principal, ICT Coordinator and the School Technicians. iPads/Tablets will have restrictions enabled to prevent access to inappropriate content and only applications deemed educationally appropriate will be downloaded. Teachers are responsible for charging and securely storing these devices on a daily basis.

Even though tablets are a portable device, students are to ensure correct handling and safe transport of all tablet devices.

ICT accessories:

The school provides a wide range of ICT accessories for use in the classroom to enhance the curriculum in all subject areas. These currently include, but are not limited to, items such as Interactive Whiteboards (Smartboards), classroom cameras, headphones, microphones and more. Such items will be stored safely by staff and used with care by students and staff.

Printing:

School printing is done through the photocopiers. These are located within specific locations around the school for access by each PLT area.

Staff have an allocated monetary amount for printing /photocopying for both monochrome and colour printing. When this amount is depleted the staff member shall inform the school technician to re-set it.

Media Consent

At Forest St PS, many photographs are taken of our students during class time as well as during special events. Photographs and video are taken by staff and other students, and are usually used throughout

the year for classroom purposes, presentations, assemblies, excursions, as well as for display around the school.

Photographs and student work can also be displayed in the school newsletter. The school also has a local intranet as well as a school website on the internet. Occasionally local media will feature student photos or artwork to display on local newspaper and TV.

The school takes every precaution to ensure that photographs and samples of student work are only used for the appropriate purposes. All parents are required to provide media consent in the child's first year at Forest Street Primary School. If any details change during the time the child is at school, parents/carers will need to contact the school.

Please refer to the ICT and Media Consent Form (Appendices).

Internet Use

Students and teachers use the Internet on a daily basis to enhance their learning. It is expected that the Internet is used in a safe and ethical way.

- The Internet will be used under the supervision of a teacher or staff member.
- Students will be explicitly taught skills on efficient and safe Internet usage.
- When students use digital technologies they will communicate respectfully by thinking and checking that what they write or post is polite and respectful.
- Emailing. Students do not currently have access to email at school. Home email addresses should also not be used at school.
- The school will use Education Department and local school filters to provide a safe environment for student Internet usage.
- Staff should inform students of their responsibility while using the Internet at school. This will include making students aware of consequences for inappropriate access of content associated with the Internet.
- Students will be responsible for notifying their teacher of any inappropriate material discovered on school network. Teachers will respond to an online incident as soon as they have knowledge of its occurrence, and report it to school computer technicians. The school Intranet has a Cybersafety 'Help' button to report any issues.
- The School will operate a website and Facebook page and a Pinterest page for community access. Student photos and names will not be used without the required permissions. Student work published on the Internet requires parental permission (refer to media consent document).
- Privacy of all students, staff, parents and other users either individuals or groups will be recognised and respected at all times.
- Students and staff accounts are password protected. It is the responsibility of students and staff to ensure these passwords remain private.

ICT POLICY
- Due to the rapidly changing nature of ICT, it is recommended that the ICT policy be reviewed in term 4 each year.
- Most recent ICT policy completion date: **November, 2017.**