



# Donald Primary School

## Information and Communication Technology Policy

### RATIONALE

Donald Primary School is committed to delivering the best education, innovative practices and student experience that builds the foundation for a successful life for each student. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for students to be able to create and use information in a discriminating, effective and creative way. Donald Primary School supports and develops the concept of Digitally Responsible Users of technology in an Online World. All students will use ICT as a routine part of classroom activities across the curriculum.

### AIMS

- Protect privacy and personal information
- Select appropriate places to work and contribute
- To provide a safe and stimulating learning environment for all students

### IMPLEMENTATION

- The ICT coordinator with a team of teachers coordinates the ICT program in the school.
- It is the responsibility of all users to abide by the policy.
- The use of the school's network is subject to the Acceptable Use Procedures. These procedures are intended to be consistent with other school policies.
- Each year, parents are required to complete the digital permissions for ICT acceptable use agreements via Compass on behalf of their child / children.
- Where there is a reasonable belief that illegal activity may have occurred the Principal will report the suspected illegal activity to the police.
- Use of Donald Primary School ICT systems must – (a) be for Department 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)
- Users of Donald Primary School ICT systems may use Department 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 Donald Primary School ICT systems.
- Obtaining unauthorised access to electronic files of others, 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.
- Donald Primary School 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 Department liability. The audience that views an electronic message may be unexpected and widespread.
- The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and downloaded 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 Donald Primary School liability, despite the belief that the use of such material was permitted.
- 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. All users of Donald Primary School systems should be familiar with Department antidiscrimination, equal opportunity policies and harassment policies. Users of Donald Primary School 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 Donald Primary School ICT systems except where the material is required for the purposes of investigating a breach of this policy. In the event that there are breaches of the Acceptable Use Agreement students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties.

#### **FOR STUDENTS**

- Removal of network access privileges for 1 week, 2 weeks, 4 weeks, a term or the remainder of a year depending on the severity of the breach. The duration of removal will remain by the sole discretion of the Principal or their nominee.
- Removal of internet access privileges.
- Paying to replace damaged equipment.

#### **FOR STAFF**

Non-compliance will be regarded as a serious matter and appropriate action, including termination of employment may be taken by the Department.

Bullying and harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be transmitted. Violations of any guidelines listed above will result in disciplinary action. Students are required to report cyber bullying and any other inappropriate use of ICT by informing their teacher immediately of any incident. At Donald Primary School it is not acceptable to be a bystander and not take action to protect being bullied or harassed.

While the Internet may be largely a self-regulated environment, the general principles of law and community standards still apply to communication and publishing via the Internet. In addition to school penalties, there are legal sanctions for improper use of the Internet.

Safe and Responsible User Agreements support school communities to understand the behaviours and processes that will help them to act in a safe and responsible manner when using digital technologies, see: Safe and Responsible Use

#### **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.
- Thinking 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, iPads, iPods, printers, 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 with a built in 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 extracurricular activities. Failure to adhere to the ICT Acceptable Use Guidelines - WILL result in the student forfeiting their privilege to be part of the Donald Primary School Electronic Network.

### **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.

### **AS PARENTS WE RECOMMEND YOU-**

- To be an example to your children about how to use social media responsibly. Parents should think twice before posting negative statements or reviews about people or places, as their first responsibility is to be a role-model to their children.
- Take 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 social media space to 'Private' if they use social networking sites.
- 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 'met' 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?

This ICT policy was presented and passed at School Council meeting 21<sup>st</sup> July, 2020.