



# **GREAT WESTERN PRIMARY SCHOOL**



# **INFORMATION AND COMMUNICATION TECHNOLOGY POLICY**



## CONTENTS

### **1. Information and Communications Technology Policy**

### **2. Acceptable Use Policy**

## INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

### 1. CONTEXT:

Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

### 2. PURPOSE:

Through Information and Communications Technology, students will be provided with the tools to transform their learning and to enrich their learning environment.

### 3. BROAD GUIDELINES:

This policy is to be read in conjunction with Victorian Curriculum documents.

- To develop new thinking and learning skills that produce creative and innovative insights
- To develop more productive ways of working and solving problems individually and collaboratively
- Create information products that demonstrate their understanding of concepts, issues, relationships and processes
- Students will express themselves in contemporary and socially relevant ways
- To communicate locally and globally to solve problems and share knowledge
- Students to understand the implications of the use of ICT and social and ethical responsibilities as users of ICT

### 4. IMPLEMENTATION:

- Each class will follow a scope and sequence of skills and cross-curricula applications based on the Victorian Curriculum document including learning focus statements and standards.
- In level 1, students will become familiar with ICT hardware and selected software.
- In level 2 and above, three dimensions are addressed: ICT for visualising thinking, ICT for creating and ICT for communicating.
- This policy is to be read in conjunction with the ***Information and Communications Technology – Acceptable Use Policy***

### 5. ASSESSMENT – AS, FOR AND OF LEARNING

- This will be progressive, in line with Victorian Curriculum and PoLT, and may take the form of written and multimedia presentations
- Teacher observation, anecdotal record keeping, rubrics, self assessment and peer assessment may all be part of assessment procedures
- Formal standards against which student achievement will be assessed and reported begin at Level 2

### 6. EVALUATION

- A minor program and policy review will take place annually
- A major program and policy review will take place every four years



## **INFORMATION AND COMMUNICATION TECHNOLOGY: ACCEPTABLE USE POLICY**

### **CONTEXT:**

The use of Information and Communication Technology encompasses almost every aspect of our teaching and learning environment. This policy has been developed to assist students and teachers in the use of a whole range of technologies. The Information and Communication Technology Acceptable Use Policy incorporates a variety of moral, legal and professional issues to be addressed.

At Great Western Primary School we believe it is important for staff and students to develop the skills necessary to become responsible, reliable and respectful users of Information and Communications Technology. In order to assist this process the Acceptable Use Policy is far more than guidelines to be followed; it is a set of rules for the safe and responsible use and ongoing care of all Information and Communications Technology equipment.

This policy is to be incorporated into the Student Code of Conduct for Great Western Primary School.

## USE OF COMPUTERS AND OTHER EQUIPMENT

The care and correct use of Information and Communications Technology equipment is vitally important to the ongoing success of teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of computers and other equipment at all times.

### (a) GENERAL RULES OF USAGE

- (i) Hands should be clean at all times when using any ICT equipment.
- (ii) No food or drink is permitted near any ICT equipment at any time.
- (iii) Modifying any settings on the computer or audio visual equipment (eg backgrounds, screensavers, video settings, shortcuts, etc) is not permitted without permission from a teacher.
- (iv) Under no circumstances is it permitted for any software to be transferred between school and students' homes ***WITHOUT TEACHER PERMISSION***. This includes any project files, files downloaded from the Internet, via email, etc.
- (v) Students are not permitted to access or interfere with another student's work without authorisation.
- (vi) **If in doubt about what is permitted at any time, ask the ICT Coordinator.**

### (b) CARING FOR COMPUTERS

- (i) Ensure that all computers are correctly shut down after school concludes.
- (ii) Periodically, all technologies equipment is to be wiped down with a dry, clean cloth.
- (iii) Ensure all students are made aware of the general rules of usage prior to using ICT equipment.



## USE OF THE INTERNET

At Great Western Primary School, the Internet has become an important resource in teaching and learning programs across all areas.

The emphasis at this school is on the careful and responsible use of the Internet. Deliberate misuse of the school's Internet facilities will result in the application of the Consequences for Disregard of the AUP guidelines.

### (a) ACCEPTABLE USE OF THE INTERNET

- (i) Students must always seek permission from a teacher and be under teacher supervision at all times when accessing the internet.
- (ii) Students are not to look for, view or download unacceptable graphics, sounds, or text files at any time. If students are unsure of what is acceptable they are to ask a teacher for assistance.
- (iii) If a student has mistakenly accessed an inappropriate website they are to turn off the monitor and inform a teacher as soon as possible.
- (iv) The teacher informed, should approach the ICT co-ordinator to block the site in question.
- (v) The downloading of **ANY** material from the Internet requires permission from a teacher.

### (b) ACCEPTABLE USE OF EMAIL FACILITIES

- (i) Students should always use normal, polite and considerate language when using the email facilities to send and receive messages.
- (ii) Students must gain permission from a teacher before sending any email messages anywhere.
- (iii) Students are not to access any other person's email at any time.
- (iv) Sending any personal information (full name, address, phone numbers, etc) via the school email system is strictly forbidden.
- (v) The exchange of other files (graphics, sounds, etc.) using the school email system is unacceptable without teacher permission.
- (vi) If a student should receive an email message which makes them feel uncomfortable they are to immediately tell a teacher.

(c) **ACCEPTABLE USE OF AUDIO/VISUAL EQUIPMENT, CAMERAS AND VIDEO CAMERAS**

- (i) It is the teacher's responsibility to ensure that all photos or images have been downloaded or saved prior to the return of items.
- (ii) Batteries need to be recharged, if they have expired. Otherwise, the batteries are to be taken out of the camera and placed alongside camera in camera bag.
- (iii) Students must gain permission from a teacher to use and access cameras and video cameras.
- (iv) Students must gain consent from parties that are being recorded or photographed.
- (v) All audio visual equipment used by students must stay within the school.

(d) **ACCEPTABLE USE OF INTERACTIVE WHITEBOARD, DATA PROJECTOR, TV'S AND DVD'S**

- (i) Teachers are to ensure that all items (e.g. remote controls and cords) remain with the piece of equipment that they belong to.
- (ii) Students are forbidden to access and use the afore mentioned ICT equipment without teacher supervision
- (iii) If any audio visual equipment is leaving the school, teachers must pre-book items at the office.
- (iv) If there are any issues related to setting up equipment and the maintenance of equipment, approach the ICT coordinator as soon as possible.

## **PUBLISHING WORK USING INFORMATION AND COMMUNICATIONS TECHNOLOGY**

At Great Western Primary School we stress the value of quality in our work, and require that all student work be thoroughly checked before being published. This includes multi-media presentations (e.g. Word, PowerPoint, Excel, Kahootz, etc), outgoing email messages, and so on. Using resources, such as the Internet, for publishing is an extremely valuable and exciting way to share students' work. It is also vitally important that we remember that such work is available for the world to view, and as such must be of the highest quality.

### **(a) ACCEPTABLE QUALITY OF PUBLISHED WORKS**

- (i) Students should thoroughly check their work before attempting to publish it using ICT. This should include spelling, grammar, appropriateness of graphics, sounds, etc.
- (ii) After being checked by a student, the work **MUST** then be checked thoroughly by a teacher, and be authorised as being suitable for publication.

### **(b) COPYRIGHT LAWS**

- (i) Students and teachers must consider Copyright Laws at all times when copying any type of material for use in their work.
- (ii) If student work is to be published only within the school setting (eg. books, posters, presentations, etc) then materials copied from other sources need only be referenced in a bibliography or reference list.
- (iii) If student work is to be published on the World Wide Web, permission must be gained from the owners of any material copied or used within their work, (e.g. pictures, sounds, etc.) Such permission may be gained through email contact, written requests, etc.
- (iv) If students are unsure as to whether they require Copyright permission they should ask a teacher for advice.

### **(c) PERMISSION FOR PUBLICATION OF STUDENT WORK**

- (i) Any student work deemed suitable for **public** viewing (e.g. on the Internet, via email projects, etc) can only be published after the appropriate permission form has been completed by respective students' parent/s or guardian/s at the beginning of the year. Personal details of students (close-up facial photographs, full name, address, phone number, etc) are **never** to be included with published works.
- (ii) Work to be published for viewing or use only within the school setting does not require parental permission.





## **CONSEQUENCES FOR DISREGARD OF THE ACCEPTABLE USE POLICY GUIDELINES BY STUDENTS**

Students at Great Western Primary School have a right to the use of the extensive ICT available to them. They also have a responsibility to use them sensibly and maturely. Should students not do this the following system of penalties will be invoked where necessary. If a deliberate or particularly offensive act occurs, step 1 may be by-passed.

- 1. Verbal warning to student and inform Principal.**
- 2. Short term (one week) suspension from using computers within the school. Principal and parents are informed.**
- 3. Long term (one month) suspension from using computers within the school. Parents are called up for a meeting with the principal, teacher and offending student.**
- 4. Any subsequent offences would be dealt with under school wide suspension procedures as outlined in the student code of conduct.**

All offences should be reported to the ICT Team and the Principal.

Students will be made aware of these penalties on a regular basis in each classroom.

## **STAFF CODE OF USE WITH ICT**

With the availability of extensive ICT on both a professional and personal basis, comes extensive responsibility in its use. To assist in this process the following Staff Code of Use has been developed.

### **(a) RESPONSIBILITY FOR COMPUTERS**

Staff are responsible for the care of their own computers, and should immediately notify the school if any damage occurs to them. Staff should ensure the careful use of extra or new non-school based programs, ensuring no software is introduced that may result in the spread of a virus. Staff are also responsible for ensuring Copyright Laws are adhered to.

### **(b) RESPONSIBILITY FOR SECURITY ISSUES**

(i) Classroom/School Security – all staff are responsible for the security of their ICT on a daily basis in their classrooms. At the end of each day all ICT equipment should be closed and covered.

(ii) Home Security – staff should take every reasonable precaution in caring for any school ICT which they have in their care. This includes their own Laptop, video cameras and other devices which they may wish to borrow from time to time. Staff should be aware that DET Insurance policies do not cover theft, damage, etc outside school grounds, so any replacement of damaged/stolen equipment must be paid for by the school, not an Insurance company. As part of this procedure items to be borrowed from school (not including staff laptops) over weekends and term breaks are to be registered at the office.

### **(c) RESPONSIBILITY FOR IMPLEMENTING THE AUP**

Staff are responsible for the ongoing implementation of the ICT Acceptable Use Policy within their classrooms. Teachers are to ensure children are familiar with its contents, and that the guidelines contained within it are followed closely. Staff are also responsible for imposing any penalties as a result of a breach of the guidelines by students, as set out in Consequences.

### **(d) RESPONSIBILITY FOR USE OF ICT PRIVATELY**

It is expected staff will use the school ICT facilities (e.g. Internet, e-mail, etc.) to enhance their own development. The use of school facilities for personal gains, political use or profit-making ventures is unacceptable. If unsure of any possible use of the ICT facilities, staff should consult with the ICT Co-ordinator or refer to DE&T Internet and E-mail AUP. Staff should also be aware that Copyright Laws apply in the home as well as at school, and it is their responsibility to abide by them.

Staff will be encouraged to maximise the possible benefits of Internet and e-mail usage through practical application.



**PARENTAL AUTHORISATION FOR PUBLISHING WORK AND PHOTO ON  
THE SCHOOL WEBSITE AND SCHOOL FACEBOOK PAGE**

I, ....., give permission for my child, .....,  
at Great Western Primary School to have any of their work and/or photo that the teacher  
deems suitable to be published on the Great Western Primary School website and  
Facebook page.

Signature of parent/guardian: .....

Date: .....