



# PARK ORCHARDS PRIMARY SCHOOL

## Policy and Procedures: Information Communication Technology (ICT) & eSmart

### 1 PURPOSE

To provide clear guidelines for the appropriate and relevant use of ICT as a learning tool across the curriculum.

### 2 GUIDELINES

- An ICT Committee comprising representatives from each level and specialists will be responsible for Department of Education and Training (DET) requirements with regard to learning technologies
- The ICT Committee will be responsible for the program budget requirements and implementation of the Learning Technologies Policy
- Digital learning will take advantage of DET e-learning resources and strategies
- A variety of computers and multimedia equipment, including iPads, should be used to motivate children, enhancing learning experiences and provides different media for texts
- As children become more competent, they should be encouraged to use technology as part of everyday use, including, but not limited to, work presentation to enable the development of individual skills and confidence
- Parent involvement in supervision of student work at home will be encouraged and supported through guidelines
- Equipment use (including iPads) should be associated with instruction concerning appropriate care and information about hardware and software
- Cyber safety will be implicitly taught across all year levels
- Teacher supervision will be an essential part of monitoring and ensuring the correct and safe use of all ICT (including iPads)

### 3 IMPLEMENTATION

- Teachers are encouraged to include the use of a variety of digital technologies as a natural part of their teaching strategies
- Teachers share digital learning activities, new apps and be instructed in the use of existing and new equipment
- Clear rules concerning ICT care will be discussed and recorded to remind children about basic procedures. Emphasis to be placed on children not altering settings or lending programs without teacher permission
- Children are expected to agree to adhere to an Acceptable Use Agreement for both the Internet and digital technologies
- A list of available apps and software should be updated regularly and linked to specific curriculum areas to support educational goals
- Teaching of hardware, software and online digital use concepts should be guided by AusVELS outcomes
- Clear guidelines along with regular checks should be used when children use ICT and Internet
- Parent protocols for the use of ICT at home will be reviewed and sent home annually
- The Information Communication Technology (ICT) eSmart policy will be available for parents to refer to

#### 4 EVALUATION

- Samples of work indicating a range of skills should be kept with anecdotal records of observations
- Checklists or digital files should be used to record levels of children's skills in relation to AusVELS requirements

#### **Attachments – To Be Sent Home to Parents**

- Part A: School Support for the Safe and Responsible Use of Digital Technologies
- Part B: Student Acceptable Use Agreement
- Part C: Guardian Agreement
- Part D: BYO iPad Participation Agreement
- Part E: Cyber Risks/Unacceptable Behaviours Flowchart

This policy was ratified by School Council on...

**August 2015**



# Park Orchards Primary School

## Part A: School Support for the Safe and Responsible Use of Digital Technologies

**Park Orchards Primary School** believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

21st century students spend increasing amounts of time online, learning and collaborating. To be safe online and to gain the greatest benefit from the opportunities provided through an online environment, students need to do the right thing by themselves and others online, particularly when no one is watching. Safe and responsible behaviour is explicitly taught at our school and parents/carers are expected to reinforce this behaviour at home.

Some online activities are illegal and, as such, will be reported to police.

The following agreements once consented via Compass, will be valid for the duration of the student's school year at Park Orchards Primary School.

### DEFINITIONS OF KEY TERMS:

**eSmart:** A Victorian Government initiative, developed by the Alannah and Madeline Foundation, which aims to eliminate cyberbullying by changing cybersafety behaviours of information and technology users

**Cyber Risk:** Dangers involving digital technologies. This includes: Cyberbullying, inappropriate content, hacking, identity theft, hardware and software security

**Cyber Safety:** Protection from Cyber Risks

**ICT:** An acronym for Information Communication Technology. In an educational sense, the use of digital technologies to aid learning

**Bullying:** Repetitive behaviour, involving an imbalance of power that physically, psychologically or socially harms a specific person, or group. A report from the DET identifies four types of bullying:

1. **Physical Bullying** – behaviour that causes physical harm to another person, or damage to property
2. **Verbal Bullying** – behaviour that causes psychological or social harm to another person through verbal remarks. This can include: insults, teasing, intimidation, homophobic/racist remarks
3. **Covert Bullying** – Physical and/or Verbal Bullying, but done 'behind a person's back'. This can include: spreading rumours, negative physical gestures, playing nasty jokes, encouraging other to socially exclude someone, damaging another person's social reputation
4. **Cyber Bullying** – Covert or overt bullying using digital technologies. This can include: harassment via a mobile phone, email, social networking spaces etc., deliberately excluding someone from social network spaces, setting up a defamatory website

**Park Orchards Primary School** uses the Internet and a variety of digital technologies as teaching and learning tools. We see the Internet and digital technologies as valuable resources, but acknowledge they must be used responsibly.

**Your child has been asked to agree to use the Internet and all mobile technologies responsibly at school.** Parents/guardians should be aware that the nature of the Internet is such that full protection from inappropriate content can never be guaranteed.

**AT PARK ORCHARDS PRIMARY SCHOOL WE:**

- Have policies in place that outline the values of the school and expected behaviours when students use digital technology and the Internet
- Provide a filtered Internet service
- Provide supervision and direction in online activities and when using digital technologies for learning
- Support students in developing digital literacy skills
- Have a cyber safety program at the school which incorporates cyber risks, cyber safety and protecting yourself online, which is reinforced across the school
- Have a curriculum which incorporates the explicit teaching of ICT which is reinforced across the school
- Use ICT for educational purposes
- Provide support to parents/guardians to understand this agreement
- Provide support to parents/guardians through information evenings and documentation in the school newsletter
- Work with students to outline and reinforce the expected behaviours when online and using digital technology devices



## Park Orchards Primary School

### Part B: Student Acceptable Use Agreement

The Internet and other technologies are important school resources linking computers throughout the world. Through the Internet we can communicate with people using different mediums and research information that is current and has great educational value.

At Park Orchards Primary School we have Internet access in all classrooms and buildings across the school. Access to the Internet by students will be supervised by teachers and will be for educational purposes only. The purpose of these guidelines is to ensure that the students at Park Orchards Primary School who use the Internet and other technologies do so in an appropriate manner.

#### **WHEN I USE DIGITAL TECHNOLOGY I AGREE TO:**

- Be a safe, responsible and ethical user whenever and wherever I use it
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that the content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the Internet for educational purposes
- Use the equipment responsibly
- Use social networking sites for educational purposes and only as directed by teachers
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Think critically about other users' intellectual property and how I use content posted on the Internet
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except the system administrator or the teacher
- Not bring or download unauthorised programs, including games, to the school or run them on school computers
- Not upload/download inappropriate content
- Not change any settings on the class set iPads (e.g. renaming or removing apps, changing passwords or backgrounds)
- Safely and appropriately file share and communicate with others using the school's Google Drive portal

**MOBILE DEVICES - I AGREE TO:**

- Take my hand held devices, iPod or other mobile device, (with the exception of school organised iPads – see Student iPad Participation Agreement) in a secured space and signed in upon my arrival at school. I understand that I may collect the device after 3:30pm
- Take responsibility for my mobile phone, iPod, iPad, electronic devices, storage devices and computers or other mobile device while travelling to or from school
- Leave my portable device at home during school excursions, camps and extra- curricular activities (unless specifically requested by my teacher)
- Protect the privacy of others and never post or forward private information about another person.
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek appropriate written permission from individuals involved before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying

**This Acceptable Use Agreement** also applies during school excursions, camps and extra-curricular activities. **I acknowledge and agree** to follow these rules. **I understand that my access to the Internet** and mobile technology at school will be renegotiated if I do not act responsibly.

**I have read the Acceptable Use Agreement carefully and understand the significance of the conditions and agree to abide by these conditions. I understand that any breach of these conditions will result in Internet and mobile technology access privileges being suspended or revoked.**

For further support with online issues students can call Kids Helpline on 1800 55 1800. Parents/Carers call Parentline 132289 or visit <http://www.cybersmart.gov.au/report.aspx>

## **Park Orchards Primary**

### **Part E: Cyber Risks**

#### **Cyber Risks / Unacceptable Behaviours:**

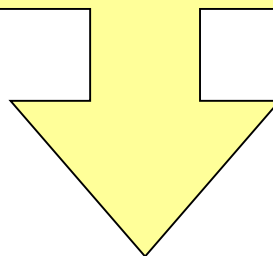
**Hacking, cyber bullying, unwanted contact, disclosure of personal information, identity theft, misuse of technology, stealing of equipment, damaging equipment, inappropriate content, excessive internet use, deleting or moving shared files, noncompliance of all ICT Usage Agreements.**

#### **Serious Incidents**

**(Including hacking, cyber bullying, stealing equipment, using inappropriate websites)**

**Principal and / or Assistant Principal involved with resolution of matter with Parents/Teachers/Student as per the Park Orchards Primary School Student Wellbeing and Engagement Policy.**

**These matters will be promptly dealt with.**



**UNACCEPTABLE BEHAVIOURS FLOW CHART**