



ICT Policy

Rationale:

The Internet, combined with the Montrose Primary School's iPad and Netbook program linked to the school network, offers huge potential benefits for teaching and learning. It offers wonderful learning opportunities for students and teachers to access and contribute to information on the web. We recognise that giving students access to ICT is essential knowledge for students in the digital age in which we live.

Montrose Primary School has an important role in preparing students for the acceptable use of technology including the Internet, Intranet, Email and Digital Content

Before our students start to use school provided devices to explore the Internet, it's crucial to make sure everyone understands what they should and shouldn't be doing online. Montrose Primary School is working towards becoming an eSmart School. This is an online system to help manage cyber-safety and deal with cyber-bullying and wellbeing. For relevant links, please see our *Student Engagement Policy* and *Bullying and Harassment Prevention Policy*.

Behaving safely online means:

- Protecting their own privacy and personal information
- Selecting appropriate spaces to work and contribute
- Protecting the privacy of others (this can be sharing personal information or images)
- Being proactive in letting someone know if something is 'not quite right' - at home this would be a parent or guardian, at school a teacher.

These principles of safety and responsibility are not specific for the web but certainly apply to the use of the Internet at school. Just as in the real world, the virtual world of the Internet involves some risks. Montrose Primary School has developed proactive strategies that help to minimise these risks to our students.

The School reserves the right to, at any time, and without prior notice, examine email messages, files stored on students' computers and in network locations, internet favourites, history and cache files, and other information stored on computers and on the network, for material that would constitute a breach of this policy.

Internet Access:

Internet access at Montrose Primary School is provided for educational use and therefore personal use should be limited. All Internet use is logged and may be reviewed at any time, at the discretion of the Principal and facilitated by ICT technicians.

During class time, make sure you have your teacher's permission to use the Internet.

Montrose Primary School's Internet connection is DEECD filtered to prevent access to sites, which are deemed inappropriate for School use. Students should not attempt to circumvent this security.

Students should exercise care when using the Internet and should not seek to access or download inappropriate, offensive, discriminatory or intimidating material. If they encounter such material, they should report it to a teacher.

Accessing, storing or distributing material that is inappropriate, offensive, discriminatory or intimidating in nature, or which puts any student at risk, is contradictory to the ethos of Montrose Primary School and will lead to disciplinary action. This may involve reporting the matter to Police where State or Federal laws have been breached.

Online Behaviour:

You have been provided with an individual username and password, which you should always keep secure – don't disclose it to anyone, unless required for the maintenance of your computer by teachers or ICT technicians.

You should only access the Montrose Primary School network or any computer within the School using your own username and password.

Always log off or lock your computer before you move away; and always be sure to log off shared computers (e.g. in the computer lab).

You should not intentionally access, interfere with, copy or move other students' files or settings.

You should not intentionally interfere with, move or delete shared files stored on the network.

The Montrose Primary School network must not be used as a medium to bully, harass, threaten or intimidate other users. Your behaviour on-line should reflect your behaviour offline or in person; treat others fairly and with common courtesy.

If you experience harassment or bullying online, don't respond. Record the details, save any information you can, and contact a teacher or the principal as soon as possible.

BEHAVIOUR MANAGEMENT

Montrose Primary School has the responsibility to enforce this policy and discipline students who breach it. If a student has breached this policy, a teacher or the Principal will counsel the student, a record placed on the *eSmart Incident Record* on the school network, and the student will lose the privilege of access for a period of time determined by the school. Parents will be notified.

Depending on the seriousness of the student's actions, other behavioural consequences will be considered in line with the *Student Engagement Policy* and the *Bullying and Harassment Prevention Policy*.

Use of Software, Media and Games:

Students should only access software, media and games for educational purposes, that has been approved by the school or your teacher.

Digital Devices:

During class time, make sure you have your teacher's permission to use digital communication devices (eg. iPad, digital camera, video camera), and that it is relevant to the task being undertaken in class.

When you record sounds or images of others, always ensure that the subject of the recording is aware that they are being recorded.

You must not upload images or video of students, or images of Montrose Primary School's grounds or buildings to the Internet.

You must not upload material, which is inappropriate or intended to be offensive, discriminatory, intimidating or bullying in nature.

Personal Devices:

Students are not to bring their own personal electronic devices to school (e.g. iPads, iPods and digital cameras), as these tools will be provided by the school when needed. Mobile phones are permitted but must remain in the student's bag and switched off during the day. During school hours, parents may contact their child through the school office. Students bring their mobile phone to school at their own risk. The taking of unauthorised digital content (e.g. photos and videos) is in direct breach of the schools ICT Policy. Transmitting electronic files between home and school must be in line with the ICT Policy and Copyright Laws.

Publication of Digital Content:

Student's digital schoolwork and photos may be shared between the wider school community; on the school's website, Facebook page, school and class newsletters, portfolios, class books, photos on the school foyer screen, school promotional and information material, school videos or productions.

Parents/Guardians will only be contacted for permission when digital content of their child is being used by external media organisations such as newspapers, magazines, radio and television.

Montrose Primary School will endeavour to not compromise the safety of students or staff and will be only referenced by the school name, child's first name and initial of surname.

Upon enrolment into the school, general consent is assumed from families that give permission for their child's photo to be used in the above mediums unless the family put in writing to the Principal, details of any exclusion of elements to this ICT Policy. Parents must understand that any exclusions, will result in their child not participating in some activities because of the role of ICT being used (eg. filming of events).

Responsibility: Principal, Assistant Principal, Curriculum Leaders, Teaching Staff, Parents & Students.

Ratified at School Council: 12/08/2014

Due for Review: August 2015