# LOCKWOOD  PRIMARY SCHOOL
# ICT ACCEPTABLE USE POLICY aligned with eSMART Guidelines

## POLICY CONTEXT
Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They offer many potential benefits for teaching and learning.

Lockwood Primary School is committed to providing students with access to technology on a regular basis and provides 1:1 netbook access at every grade level. In Grades Prep-2, students will be allocated an individual netbook computer for use during class time, as directed by the teacher.  Students are responsible and accountable for maintaining their allocated computer and for observing the rules about safe and acceptable use of computers.  Our leasing program commences in Grade 3 and parents will be asked to make an annual co-payment for their child's brand new netbook. Students will retain the same netbook until they graduate. After completing the eSMART evaluations and meeting payment requirements, students in Grades 3-6 will be permitted to use their computer at home.

Lockwood Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

## POLICY STATEMENT
Lockwood Primary School recognises the importance of Information Communication Technology in preparing students for the future and ensures that ICT is an integral part of the curriculum at every grade level. We want our students to be confident and safe users of technology.

We believe that explicitly teaching students about safe and responsible online behaviours is essential and we work in partnership with parents/guardians to reinforce cybersafe behaviours and acceptable use of ICT at home.

## DEFINITIONS
For the purpose of this policy, Information & Communication Technologies (ICT) are defined as being any electronic devices or applications which allows a user to access, receive, record, copy or send information electronically as text, images, audio, or video.

ICT includes, but is not limited to:
- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones, tablet devices and PDAs
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

## IMPLEMENTATION
*All students and their parents/guardian are required to sign an Acceptable Use Agreement at the start of each year, before they are permitted to access technology and/or on-line facilities at Lockwood Primary School.*

Lockwood Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching program. Refer to DET's policy on Using Digital Technologies to Support Learning and Teaching.

**Cybersafety Education:** All students will participate in Cybersafety education programs each year and the school community will be provided with Cybersafety information on a regular basis.

**Cyberbullying :** is when a child is tormented, threatened, harassed, humiliated, embarrassed or targeted by another person using the Internet, mobile phone , instant messaging, e-mail, chat rooms or social networking sites such as Facebook and Twitter or other type of digital technology. Cyberbullying is rarely a one-time communication, unless it involves a death threat or a credible threat of serious bodily harm.

Safe and responsible behaviour is explicitly taught at our school and parents/carers are requested to reinforce this behaviour at home. Parents can view the Cybersafe programs at www.cybersmart.gov.au

**Incidents of Cyberbullying will not be tolerated at Lockwood Primary School and victims and their carers are encouraged to report incidents.**

**Students are advised to report an incident if:**

- they feel that the welfare of other students at the school is being threatened

- they have experienced an incident of Cyberbullying

- they come across sites which are not suitable for their school

- someone writes something they don't like, or makes them and their friends feel uncomfortable or asks them to provide information that they know is private

- they accidentally do something which is against the rules and responsibilities they have agreed to.

This policy is intended to operate within and be consistent with existing school policies, including:
- Student Engagement and Wellbeing policy
- Anti-Bullying (including cyber-bullying) and Harassment Policy
- Student Netbook Policy
- Discipline Policy

The school's Discipline Policy will determine action taken for breaches of this agreement. Any student who does not follow the rules of the Acceptable Use Agreement will lose their computer privileges for a length of time as deemed appropriate by the Principal.

**Consequences of Improper Use**
Consistent with the Student Engagement and Wellbeing Policy and the Discipline Policy, breaches of the Acceptable Use Policy can result in a number of consequences depending on the severity of the breach and the context of the situation, including:
- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's Engagement and Wellbeing Policy

Parents will be notified if students are involved in any incidents of bullying, including cyberbullying . parent notification will also be provided when computer privileges are suspended or withdrawn.

**Responsibilities**
It is the responsibility of staff and students to protect their password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the Principal immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate.  Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

**PHOTOS , VIDEO, BLOGS, WEB CONFERENCING**

Teachers and students sometimes record their participation in school activities and show evidence of their learning with photos and short videos. They may also communicate with other students via web cameras. These images may be published within the school and in students' own and others' learning diaries and on classroom blogs.  These environments are controlled so that only the school community is able to see information.

At the start of each year, parents indicate permission for their child's photo to be published in the media and on the internet, including the Lockwood Primary School website.

Teachers will outline expected processes with students in these spaces however, it is still important that students think before postiing to any online space. These images remain the property of the school and cannot be copied, published or distributed in any other forum. Failure to follow this agreement could result in legal action. Parents are asked to complete the appropriate form to give permission for their student to be included in these activities.

The school may also have the opportunity to publish some photos of school events in a public place e.g. the local newspaper and you are asked to give your permission for your child's photo to be published in a public forum

**VIEWING MEDIA**

To improve student Digital Literacy the curriculum at Lockwood Primary School includes the use of Videos, online clips and film to support some lessons. Students will have the opportunity throughout the year to watch media considered as acceptable by the school and with a G or PG rating. We require parents to give permission for their students to view this material.

If parents have any questions about these agreements please arrange to see the Principal.

PLEASE SIGN THE ATTACHED AGREEMENTS AND RETURN SIGNED FORMS TO CLASS TEACHERS.

**EVALUATION**

This policy will be reviewed as part of the school's three year policy review cycle, or more often if necessary due to changes in regulations or circumstances.

Key References:
[DET Using Technology to Support Teaching](#)
[DET Schools and Cybersafety](#)
[DET Acceptable Use Agreements and Consent](#)
[DET Duty of Care and Supervision](#)
[DET Using Social Media](#)
[DET Students Using Mobile Phones](#)
[DET Photographing and Filming Students](#)

**AGREEMENT FOR THE USE OF COMPUTERS, INTERNET and DIGITAL EQUIPMENT**

Students at Lockwood Primary School will have access to the internet and email for educational purposes. To support students in the use of these programs all students will complete a Cybersafety program and must abide by the school rules for the acceptable use of ICT.

**In signing this agreement your child is agreeing to behave in a certain way online and to take appropriate action when required.**

1. Students must not try to access any material that is not appropriate for school use. Filters are in place that restrict students to Education approved sites where possible. Parents/carers should be aware that the nature of the internet is such that full protection from inappropriate content can never be guaranteed.

2. If students find they are viewing inappropriate material or at anytime feel uncomfortable about the material on their screen, they should click on the home or back button and report the incident to their teacher.

3. Students must not use the Internet, Social Media or email to bully, harass or intimidate another person. Laws exist regarding cyberbullying and the school will enact our discipline policy when dealing with this issue. The legislation requires that the school acts on Cyberbullying even if it takes place out of school hours on home computers but has an impact on our students.

4. Students must not use inappropriate language in any communication. Any email or messages found to contain swearing or inappropriate content will be forwarded to the school administration to be investigated and consequences issued where necessary.

5. Students must keep themselves and their friends safe by not giving out personal details including full names, telephone numbers, addresses and images.

6. Any inappropriate use of computers will lead to the suspension of computer privileges for a length of time decided by the Principal.

7. Students must take care with all equipment they use. Any misuse or damage that is deliberate or results from poor behaviour will be repaired at a cost to the student/parent.

8. Students must not bring computer games or other material to school on portable devices (USB) and load this material onto school computers.

9. Students must not use school email accounts to create an account for online activities and social media sites.

10. Student use of mobile phones and any personal device that has internet access while on school property is not permitted. The school recognises that at times there may be a need for a student to contact parents before or after school and provides safe storage for these devices at the office. We want all students to be safe and secure while at school, therefore to maintain all student's right to privacy and good order in the school we do not allow devices that can take photos, send messages or upload content to the internet during school hours or at school camps or excursions. These devices may also distract students from their learning.

Personal devices MUST be handed to the classroom teacher or the office upon arrival at school.

11. Students must remember that the content on the web is someone's property and think carefully about what they read on the Internet, question if it is from a reliable source and use the information to help answer any questions (they should not copy and paste the information).

12. This Acceptable Use Agreement also applies during school excursions, camps and extra-curricular activities.

# LOCKWOOD PRIMARY SCHOOL

# ICT ACCEPTABLE USE AGREEMENT

'Learning, Caring, Laughing,

*To be completed for all students in grades Prep to 6*

## Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

## When working on the internet I will:

- Only work on the web for purposes specified by my teacher

- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.

- Never send a person my picture without first checking with my teacher.

- Always have my teacher's permission before sending e-mail.

- Compose e-mail messages using only language I understand is acceptable in my school.

- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way.  It is not my fault if I get a message like that.

- I will not use material from other web sites unless I have permission from the person who created the material.  If I am unsure I will check with my teacher.

- Not use the internet to frighten or annoy other people.

- Follow school guidelines and procedures when preparing materials for publication on the web.


I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the Information Technology teacher.

Students' Names:

_____     _____     _____

Students' Signature:

_____     _____     _____

## Parent/Guardian Agreement:

I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material.

 I do/do not consent to my child using the internet at school for educational purposes in accordance with the Student Agreement (above).

I do/do not consent to my child having their first name published on the school's internet site.

I do/do not consent to my child having their picture published on the school's internet site.

I do/do not consent to my child corresponding by email.


Parent/Guardian Signature:     _____     Date:        _____