Melton Primary School

No. 430

"Onward with pride"

ICT Acceptable Use Policy

ICT Acceptable Use Agreement

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

Melton 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, communicate with others in order to participate effectively in society and demonstrate being eSmart.

Before students are able to use any electronic devices or application they must sign the ICT Acceptable Use Policy. (yearly)

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 as text, images, audio, or video.

ICT includes, but is not limited to:

- Computer systems and applications such as email, the internet and iPad Apps.
- 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
- Robotics

Guidelines

Staff use of the school's devices and/or network to access the internet or any other ICT application, is governed by the Department's Acceptable Use Policy (AUP) as amended from time to time.

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

Student use of the school's devices and/or network to access the internet or any other ICT application is governed by Melton Primary School's ICT Acceptable Use Policy. Students will be made aware of behavior which is not acceptable when using ICT and the school's Engagement and Inclusion Policy will apply to breaches of expected behaviours – see "Consequences" below.

Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc.) will not be tolerated and consequences will apply to students in accordance with the schools Bullying and Harassment Policy.

Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the ICT Acceptable Use Policy and/or the iPad Technology Agreement (see below). The Department's Acceptable Use Policy applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action (see Acceptable Use Policy).

Cameras, still and video (including mobile phone cameras) must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.

Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**)and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act (see Acceptable Use Agreements and Consent forms).

Melton Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:

- a clear explanation of the film or photo process
- proper information about the project, including the message, the medium and the audience
- all proposed and foreseeable uses of the material, including secondary uses
- the impacts of the material being disseminated
- timeframes
- any relevant intellectual property matters
- that the person can choose not to be photographed or filmed.

Staff and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

Responsibilities and Consequences

The use of the school's ICT resources, including network, is subject to the Acceptable Use Policy (for staff) and Acceptable Use Agreements (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- Student Engagement and Inclusion policy
- Bullying and Harassment Policy
- Cyber Safety Policy

Responsibilities

It is the responsibility of staff and students to protect his/her 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 administration as appropriate, 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.

Consequences for improper use

Consistent with the Engagement and Inclusion Policy, breaches of the Acceptable Use Policy by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

Consequences for students

- 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 inclusion Policy

Parents will be notified.

Consequences for staff

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information - http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx

Use of ICT to engage in behavior that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.
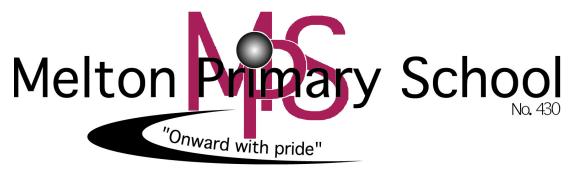
While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

Links

School Policy and Advisory Guide Links (click on hyperlinks below):

- 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

Ratified at School Council on 18th March 2020.

ACCEPTABLE USE AGREEMENT

NAME:_____ **GRADE:**_____

Please Read with Parent/Guardian

Safe and responsible behaviour

When I use digital technologies I:

1. **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.
This means:
- never sending mean or bullying messages or passing them on, as this makes me part of the bullying
- don't use actions online to be mean to others (this can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own (I will include the website link)

2. **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.
This means:
- protecting my password and not sharing it with others
- only joining a space online with my parent or teacher's guidance and permission
- never answering questions online that ask for my personal information.

3. **look after myself and others** by thinking about what I share online.
This means:
- never sharing my friends' full names, birthdays, school names, addresses and phone numbers because this is
- their personal information
- speaking to a trusted adult if I see something that makes me feel upset or if I need help
- speaking to a trusted adult if someone is unkind to me
- speaking to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- using spaces or sites that are right for my age
- not deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and telling a trusted adult
- I am careful with the equipment I use

Student declaration

When I am at school I agree to be a safe and responsible user of digital technologies and to abide by the following rules and behaviours and acknowledge that my staff are considering my safety and well-being at all time.

I agree:
- ✔ to carry the laptop or iPad with 2 hands while we walk across the room and close the lid gently.
- ✔ If I am using an iPad I will make sure it stays in its case
- ✔ to use the keyboard or mouse gently and to wait patiently for programs to load or pages to change
- ✔ to not damage the screen with my fingers, pencils, etc.
- ✔ to only use the game or website my teacher has shown me
- ✔ to only use Google search engine under the teacher's direction
- ✔ that only a teacher can download apps or music on the iPads. Students are not allowed to go to the App Store, iBook or iTunes store at any time.
- ✔ that digital media tools, i.e. camera, video and iMovie should only be used during teacher approved activities.
- ✔ to use the robotic equipment with care and respect.

When I use digital technologies I:

- • **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.

This means that I will:
- ✔ Not share my password and user name for the school computers
- ✔ Not tell anyone my name or where I live unless I know who the grown up is

- • **look after myself and others.**

This means that I will:
- ✔ Only use the internet when a grown up is near by
- ✔ If I see something I don't like on the screen I go and tell a grown up straightaway
- ✔ If I know someone else has seen something on the computer and that they feel upset I will tell a grown up
- ✔ straightaway

I have shared this agreement with my parents and I agree to follow the rules and to act safely and responsibly when using digital technologies at school at all times. I accept that there will be consequences if I choose to break the rules or behave irresponsibly

Student name:

I have discussed the above agreement with my child and agree to support my child and the school to ensure that my child develops safe and responsible habits and attitudes when using digital technologies at school

Student Signature: _____   Date:_____

Parent/Carer Signature:_____   Date:_____