O'Sullivan Beach Primary School

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Our CARE values of Co-operation, Achievement, Respect and Empathy guide all our actions.

ICT Usage Policy at O'Sullivan Beach Primary School

The use of ICT is an integral part of the Australian Curriculum and is a key skill needed for a successful future. As such O'Sullivan Beach Primary School recognizes that its pupils are entitled to quality hardware and software and a structured and progressive approach to the learning of the skills needed to enable them to use it effectively. Rigorous cyber-safety practices are in place, including the User Rights and Responsibilities Agreement for both staff and students. Child protection education, such as the 'Keeping Safe' child protection curriculum, includes information about remaining safe when using technology and is discussed with all students.

The computer network, Internet access facilities, computers and other ICT infrastructure bring great benefits to the teaching and learning programs at O'Sullivan Beach Primary School and to the effective operation of the school.

The purpose of this ICT policy is to state how the school intends to make this provision.

Rationale

O'Sullivan Beach Primary School believes that ICT:

- Gives students immediate access to a rich source of materials.
- Can present information in new ways to help students understand, assimilate and use it more readily.
- Can motivate and enthuse students.
- Can help students focus and concentrate.
- Offers potential for effective group working.
- Has the flexibility to meet the individual needs and abilities of each student.

Aims

The school's aims are to:

- Provide a relevant, challenging and enjoyable curriculum for ICT for all students.
- Meet the requirements of the National Curriculum Programs of Study for ICT.
- Use ICT as a tool to enhance learning throughout the curriculum.
- To respond to new developments in technology.

Organisation

The school believes that progress in ICT is promoted through regular access and use of technology relevant to a task.

- For Reception to Year 2 students have access to iPads and computers in a supervised classroom setting.
- For Years 3 to 6, students have access to iPads and Laptops in a supervised classroom setting.
- Children also work in small groups at other times.
- New skills will be introduced to groups of students.
- Practice of skills will occur discretely while using ICT to support work across the curriculum.
- All students will be given an equal opportunity to use these facilities.
- The whole school community will be expected to treat all technological equipment with care at all times.
- All students must follow the teacher's instructions as to how to use the equipment appropriately.
- Students will be responsible for good behaviour on the school computer network.
- All internet browsing will be done under staff supervision.
- Students will be made aware of copyright rules.
- Any network usage is not to be used for any illegal or inappropriate use and messages and web pages (Facebook etc.) must not contain content that may be considered offensive or disruptive but provide a means of communication between students and staff and the community.
- All students and a Parent/Caregiver will be required to fill in an ICT Acceptable Use Acknowledgement Declaration.

Students Responsibilities

- Adhere to the ICT policy.
- Return the device in the original condition as it was issued.
- Maintain the privacy and confidentiality of others.
- Observe intellectual and copyright laws, acknowledge author/source.
- Comply with directions from teachers regarding the use of this device in lessons.
- Devices are to be kept clean and free from graffiti and stickers.
- It is the student's responsibility to charge their devices at the end of the day.
- Students are not to remove any identification labels, barcodes from their devices.
- The software loaded on the devices is licensed to the school. Students are not permitted to copy, transfer or delete software.
- Report any damage to their device to the teacher or ICT staff member.
- The laptop allocated to the student, is to be only used by that student.

Unacceptable Use

Students connecting to the network on a school issued device must comply with the following:

- Students must only use their own assigned computer network account.

- Students must not share personal information about themselves or other students with third parties, including their username or passwords.

- School ICT assets must not be used to access or share inappropriate content online, including sexually explicit materials, obscene depictions, harmful materials, illegal activities, profane or abusive language, or content that other students may find offensive.

- Web and email content filtering must not be circumvented to access content that has been deemed inappropriate for students.

- Copyright materials (including games and movies) must not be illegally downloaded onto or accessed using school or department issued ICT assets.

- When using online communities, users must communicate kindly and respectfully at all times. Students must not participate in harassing or bullying other students online.

- Students should not forward chain letters, spam or other unsolicited communications.

- Students must not participate in business activities that is not staff approved or done so as part of curriculum learning.

- All students must report suspicious activity or violations of this policy to a staff member.

- Students must not violate any state or federal laws, including purchase of illegal items or substances, criminal activities punishable by law, etc.

- Students must not take photos or videos of another individual without their consent.

- Students should not use school or department ICT assets to stream large volumes of data unless in the course of curriculum activities. (e.g. streaming services such as Netflix, online gaming etc.)

- Students must not install unapproved software on school or department issued devices.

When reading this Agreement, ICT refers to all computer and technologies such as TV panels, iPads, laptops, digital cameras, video cameras, scanners, photocopiers and 3D printers.

Our school reserves the right to monitor use of ICT assets used by students. Students that misuse assets or use assets in an inappropriate manner may have their access revoked.

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ICT Acceptable Use Acknowledgement Declaration

Students

I have read and understood my obligations in relation to acceptable use of ICT assets at school. I understand that my access to the Internet and other computer resources may be revoked if I fail to comply with the policy and acknowledge that my activities using ICT assets may be monitored by the school.

Student name:	
Class:	
Student signature:	
Date:	

Parents, Caregivers and Legal Guardians

I have read and understood my child's obligations in relation to acceptable use of ICT assets at school. I understand that my child's access to the Internet and other computer resources may be revoked if they fail to comply with the policy. I have ensured that my child has signed this agreement and discussed appropriate use and strategies to stay safe online with my child.
I understand that additional resources for parents on keeping children safe online is available on the eSafety Commissioner's website, eSafety.gov.au.

Name(s):		
Parent/Guardian signature(s):		
Date:		

BREACHES OF THESE CONDITIONS OF USE

Parents/Caregivers are encouraged to review and discuss the contents with their child. By signing this Consent form, both parents/caregivers and students are agreeing to the terms of access and they will be responsible in the event of any breach and that appropriate disciplinary steps may result.

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