Information & Communications Technology Policy

Rationale:

Information and Communications Technology (ICT) is present in all aspects of contemporary life. This policy will guide the use of ICT for educational purposes by students, staff and parents to complement current curriculum with the overarching aim of improving student-learning outcomes at Kew Primary School.

Aims:

To give students the opportunity to develop skills and flexibility in using a variety of these technologies to enable them to develop into empowered, responsible users of ICT.

To integrated the use of technology throughout the educational program and promote an inclusive learning environment.

To increase students' access to technology and provide tools and resources for the future.

To promote safe use of digital technology and encourage responsible online behaviour.

Implementation:

- ICT includes the use of: computers, iPads, tablets etc., and their learning programs; the Internet; communication programs including email; and hardware such as interactive whiteboards and digital cameras.

- All students are required to complete and return the Agreement for Responsible Student Use ('the Agreement') at the beginning of each school year to their class teacher before using the Internet or hardware. This ensures parents/guardians are included in supporting the appropriate use of ICT. The Agreement for Responsible Student Use outlines the standards of student behaviour, appropriate use of ICT and consequences for inappropriate use.

- Staff will make all efforts to ensure students understand and comply with the Agreement, with the support at home of parents/guardians.

- Access to the Internet is provided through a filtered Internet service. While this provides protection from inappropriate content, full protection cannot be guaranteed.

- Students are to access digital media that relates to learning activities and teachers supervise the use of ICT.

- Digital images taken as part of recording learning experiences may only be used for educational purposes.

- Teachers will support students to gain an understanding of digital technology issues such as online privacy and intellectual property. Teachers will provide guidance and strategies to students when using ICT.

- Students are taught, and reminded, of inappropriate use of ICT, including the necessity of maintaining privacy when using the Internet and must inform their teacher of any inappropriate materials or content they encounter. This information will be passed on to a member of the school's leadership team to investigate and, if necessary, block access.

- Any inappropriate use of ICT at school or within the school community will result in a corresponding consequence in accordance with DEECD protocols, which may include reporting illegal activities to the authorities and/or suspension of the use of ICT at school.

- Parents/guardians are supported by teachers to understand the importance of safe and responsible use of digital technologies and encouraged to monitor their child(ren)'s use of ICT at home at all times, including when completing school related tasks. The school will arrange for annual parent information sessions for this. Parents/guardians are encouraged to monitor all forms of ICT available to their child(ren) including, but not limited to, smart phones, tablets, iPads, computers and other new technologies as they are released.

- All incidences of cyber bullying are to be reported to teachers, including any incidences that occur out of school hours. Teachers may then investigate in accordance with the KPS Preventing Bullying Policy.

- The school will include regular articles in the newsletter relating to the promotion of safe and responsible use of technologies.

- Any technology needs to be used accordance with our school values, the C.A.R.E. values.

- The school will arrange for cyber safety incursions for students at least annually. Professional development programs will be implemented at least annually to allow teachers to develop and refresh skills in relation to providing a safe, integrated and supportive digital learning environment.

Reference:

This policy is supported by the following documents:
- Acceptable Use for Email, Internet and ICT Policy
- ICT – Illegal and Unauthorised Copying of Software
- Student Engagement Policy

Evaluation:

This policy will be reviewed by School Council as part of the three-year review cycle or at the discretion of School Council.

This policy was ratified by School Council in November 2013