



No. 4314

# Chatham Primary School

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## ICT USAGE POLICY

### PURPOSE

At Chatham Primary School we embrace the presence and use of Information and Communications Technology (ICT) as just one important part of the learning environment.

Chatham 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.

### SCOPE AND DEFINITIONS

For the purpose of this policy, Information and 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 the internet and emails
- Networks
- Electronic storage devices, such as Universal Serial Buses (USB)
- Mobile devices such as mobile phones, tablet devices and other forms of Personal Digital Assistants (PDA)
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and Peer to Peer (P2P) networking
- 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

## AIMS

- To facilitate acceptable use of ICT and online resources and tools by all members of the school community in a manner that ensures the safety and wellbeing of all students, staff and parents.
- To make students, staff and parents aware of their roles and responsibilities in relation to cyber safety and online behaviour.
- To develop the necessary skills, knowledge, attitudes and behaviours to use ICT effectively at school and in cyberspace.
- To provide relevant, timely and developmentally appropriate programs and strategies that promote cyber safe practices amongst all members of the school community.
- To support students to become digital citizens with the skills and knowledge to effectively use ICT to participate confidently in society and positively communicate with others to create and consume digital content.

## IMPLEMENTATION

The implementation of the Department of Education and Training (DET) policies and procedures is a matter for the principal and their delegate. The use of the Chatham Primary School's ICT resources, including network, is subject to the Acceptable Use Policy for staff, students, volunteers and other stakeholders. Consistent with DET requirements, the school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

The following framework promotes partnerships between all members of the school community. We aim to reflect our 'Duty of Care' and Student Engagement and Wellbeing approaches and align the use of ICT with the Chatham school values.

## RESPONSIBILITIES

Consistent with DET requirements, it is the responsibility of staff and students to protect their password. If a staff member or student suspects that an individual is using another individual's account, they must notify an administrator or teacher 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 message 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.

## PREVENTION

- The school is responsible for sourcing and implementing relevant and developmentally appropriate programs and strategies that support positive behaviours and relationships through the promotion of appropriate cyber safety practices. This will include a range of classroom based, interactive and online student learning.
- Parent education opportunities will be offered.
- Students will be required to sign a 'Digital Devices Acceptable Use Agreement for Students' before they will be permitted to use any ICT at school each year.
- All staff, students and parents are responsible for acting in accordance with the school's annual ICT user agreements.
- The school has the right to monitor, to access and to review all school-based ICT usage by students, staff and parents. This includes personal emails sent and received on the school's computers and / or network facilities. The school has the right to audit at any time, any material located on equipment that is owned or leased by the school.



- Chatham Primary School will supervise students when they are using digital technologies for educational purposes and provide a filtered internet service, whilst acknowledging that full protection from inappropriate content can never be guaranteed.
- The school community will be provided with cyber safety information via the school newsletter each year.
- Safe and responsible online behaviour is explicitly taught at Chatham Primary School and parents are expected to reinforce this behaviour at home.
- Staff use of Chatham Primary 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.
- Chatham 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 Chatham Primary School's devices and/or network to access the internet or any other ICT application is governed by Chatham Primary School's 'Digital Devices Acceptable Use Agreement for Students'. Students will be made aware of behaviour which is not acceptable when using ICT, which includes cyberbullying and using ICT for inappropriate purposes (such as viewing, posting and or sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate, etc) and will not be tolerated.
- 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 Chatham Primary School's 'Digital Devices Acceptable Use Agreement for Students'.
- 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 is 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.
- All external providers will be clearly made aware of our expectation of the use of digital devices if they indeed need to be used. This will be overseen by the principal and/or their delegate.

### INTERVENTION

- Any incidences or allegations of behaviour that is in apparent breach of Chatham Primary School's ICT user agreements will be thoroughly investigated by the school. All cyberbullying incidents must be reported to the class teacher or Assistant Principal and any action taken will be in line with the Chatham Primary School 'Student Engagement and Wellbeing' policy.
- Students are advised to report an incident to their teacher immediately if:
  - There has been a significant breach made by or affecting students
  - They have experienced an incident of cyberbullying
  - They feel the welfare of other students at the school is being threatened
  - They access websites that are thought to be unsuitable at school
- The school's response to all apparent breaches will involve restorative dialogue with the person(s) responsible for the breach and any person(s) who have been harmed as a result of the apparent breach. This dialogue may result in subsequent action and /or user agreement / privileges being reviewed. All actions and responses taken and proposed will be documented, and all persons involved will be informed.

- Where a breach is deemed to be extremely serious, DET’s Conduct and Ethics branch may be contacted
- The progress and wellbeing of any students, staff or parents involved will be monitored and evaluated
- When cyberbullying has been identified counselling and support will be offered as determined by the school.

## CONSEQUENCES OF IMPROPER USE FOR STUDENTS AND STAFF

### FOR STUDENTS (INCLUDING DURING EXCURSIONS, CAMPS AND EXTRA CURRICULAR ACTIVITIES):

- Removal of network access privileges
- Removal of internet access privileges
- Removal of printing privileges
- Other consequences as outlined in the School ‘Code of Conduct’ and ‘Student Engagement and Wellbeing’.

### FOR STAFF:

Non-compliance with the DET’s Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken and the matters referred by the principal and the appropriate delegations. See the Department’s ‘Acceptable Use Policy for ICT Resources’ for more information.

## POLICY GUIDANCE

The following Department policies and advisory guides were used as a basis to construct the ICT Usage Policy:

- DET Using Digital Technologies to Support Learning and Teaching
- DET Schools and Cybersafety
- DET Consent, Acceptable Use agreements and online services
- DET Duty of Care
- DET Using Social Media
- DET Students Using Mobile Phones
- DET Photographing and Filming Students

## EVALUATION

Due to the rapid evolution of ICT, evaluation and updating of this policy will occur annually.

## REVIEW CYCLE

This policy was last updated in 2019 and is scheduled for review in 2020

School Council President:  \_\_\_\_\_

School Principal:  \_\_\_\_\_

Date: 19<sup>th</sup> September, 2019

As approved by the School Council meeting of 16<sup>th</sup> September 2019





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## DIGITAL DEVICES AND INTERNET ACCEPTABLE USE AGREEMENT FOR STUDENTS

When I use a digital device and/or the internet, I have responsibilities and rules to follow. I agree to:

- follow all teacher/staff instructions when using digital devices and the internet
- use the equipment for educational purposes only as directed by staff
- keep myself and my friends safe by not giving out personal details (I will only use first names for this reason, for myself and other students)
- not bring or download unauthorised programs (including games, visual images and music) to the school or run them on school computers
- be respectful towards others when I talk and work online
- remember the content on the internet is someone's property and ask teachers/staff to help me seek copyright permission/list references
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer)

I will talk to my teacher or another adult if:

- I need help online
- I come across sites that are not suitable for school
- I feel uncomfortable about any online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access digital devices and/or the Internet at school if I do not act responsibly.

Student's Name: .....

Student's Signature: .....

### Parent Permission

I have read/discussed the above guidelines with my child and agree to allow my child to use digital devices, the Internet and email at school. I also recognise that although the school provides a filtered internet service, full protection from inappropriate content can never be guaranteed.

Parent/Guardian's Signature: .....

Date:     /     /