

# ICT and Internet Acceptable Use

## POLICY

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### **Rationale:**

Our school actively supports access by students to the widest variety of information resources available online, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

The school's ICT program affords the opportunity for our students to enter a world of curriculum possibilities, allowing engagement and involvement in their learning. Learning experiences across the school are purposefully designed to develop the attributes of a life-long learner. In this way, each student learns to develop and demonstrate the knowledge, skills, practices and attitudes necessary to be an engaged, robust, 21st century citizen capable of shaping our future.

All students and staff at our school will have censorship filtered internet and communication access. Such access is a privilege that infers responsibility, and not simply a right to be expected.

Bolwarra Primary School believes the teaching of cyber-safety and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and school.

### **1. Whole School Internet Use**

- 1.1 Students will use the internet for educational purposes and only with teacher permission.
- 1.2 Students will not access YouTube unless a teacher is present.
- 1.3 The school undertakes to ensure that information published on the Internet by students or the school meets legal requirements and standards of general practice within the community in relation to intellectual property, copyright, safety and decency.
- 1.4 All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- 1.5 All staff shall be responsible for notifying the principal of any inappropriate material so that access can be blocked.
- 1.6 Consequences of publishing, accessing or failing to notify the principal of inappropriate material could include the removal of access rights.
- 1.7 Privacy of students, parents, staff and other users must be recognised and respected at all times.
- 1.8 Cameras, still and video must not be used in private spaces for example changing rooms or toilets. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission.
- 1.9 Students and staff will seek to understand the terms and conditions of websites and online communities and be aware that content uploaded or posted is their digital footprint.

1.10 Students will talk to a teacher if they feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour.

1.11 Students will think critically about other users' intellectual property and how to use content posted on the internet.

1.12 Teachers will ensure all photos and content uploaded to the internet will not be visible to the public without parent permission.

1.13 All students particularly those in Grades 5 and 6 will participate in digital citizenship education programs.

## **2. Social Media**

2.1 Students may not use any social media specific websites or apps.

2.2 Students may not access social media embedded in apps (eg chat with peers in Minecraft) without permission.

2.3 Written permission for student images and video to be published on the Bolwarra closed Facebook page is sought from parents on enrolment. No photos will be published without permission.

2.4 Privacy rights of all students will be protected by not giving out any persons' personal details including full names, telephone numbers, addresses and images identifying location.

2.5 Students and staff will support others by being respectful in how they communicate and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour.) Use of ICT for inappropriate purposes such as viewing, posting or sharing inappropriate or unlawful content, or using ICT to harass, threaten or intimidate will not be tolerated, and consequences will apply to students in accordance with the Student Engagement Policy.

2.6 Social Media is not advised for any student under the age of 13.

## **3. Use of Mobile Devices including iPads**

*All expectations as listed above apply except as varied below.*

3.1 Students will not interfere with network security, the data of another user or attempt to log into the device of another student or teacher without permission.

3.2 Students will only take photos and record sound or video when it is part of an approved lesson and only with the knowledge or permission of those being photographed or recorded.

3.3 Students will not use devices in play breaks unless given permission from a staff member.

3.4 Students are permitted to listen to digital music and/or participate in games on their iPad while at school where given express permission by a teacher, including designated inside play days. Teachers will ensure that recommended daily screen times are taken into account, and decisions will be made in conjunction with the Healthy Lifestyles Policy.

3.5 Students are not allowed to have mobile phones at school. If they need to have them after school they must be handed into the office as soon as they arrive at school. The phones will be locked away in the safe until the end of the day.

## **4. iPad Lease and Bring your own iPad Arrangements**

*All expectations as listed above apply except as varied below.*

4.1 Students in grade 4 will be offered the opportunity to lease an iPad from the school. Leases expire at the end of grade 6. This opportunity will also be offered to students in grade 4, 5 and 6 who are new to the school.

4.2 The iPad is to be owned by the school, and parents are to make an overall financial contribution in exchange for 24/7 access. If students leave the school for any reason, the lease can be paid out, and ownership can be transferred to the student (optional)

4.3 If full payment is not made the iPad must be returned to the school in full working order, including all accessories and components. At the end of the lease period, iPad ownership can be transferred to the student, providing all lease contributions have been made. (optional)

4.4 Alternatively, *Students have the option of bringing their own iPad air or later model that they have purchased privately*

*Pertaining to both lease and bring your own iPad:*

4.5 The school will be responsible for purchasing all iPad apps required by school.

4.6 School required apps will be supplied via the school's Mobile Device Management (MDM) System.

4.7 It is the students' responsibility to ensure that there is enough storage available on their iPad to engage in all educational requirements.

4.8 School reserves the right to remove apps that are deemed inappropriate for school or the age of the student.

4.9 The school will not provide or specifically recommend any additional peripherals. However, parents or students may purchase these. Peripherals may include:

- a. external keyboard
- b. headphones

4.10 Prior to the commencement of the one-to-one program each year:

- a. Each iPad must be imaged with the permitted school image for each year level and registered in the school database with a unique identifier against the student's ID.
- b. Parents must agree in writing to the terms and conditions of the program.

4.11 Insurance is not provided and parents will be responsible for any non-warranty issues on leased iPads.

4.12 The following conditions must be adhered to:

- a. Always store the iPad in the protective cover.
- b. Schoolbags must not be overfilled (pressure on the iPad can cause permanent damage to the screen and other components).
- c. Travelling to and from school iPads must be stored in a student's school bag. .

4.13 Students are recommended to use a passcode to access their iPad to protect information, and in incidents of loss or theft.

4.14 All iPads are to be fully charged at the commencement of every day.