

# **MICKLEHAM PRIMARY SCHOOL**

## **ICT ACCEPTABLE USE POLICY**

### **1. SCOPE**

This policy applies to all staff, students and parents at Mickleham Primary School. This policy will be made available on request.

### **2. AUTHORISATION**

This policy was adopted at **Mickleham Primary School** at the School Council meeting held on Wednesday

### **3. REVIEW DATE**

This policy will be reviewed as part of the 3 year policy review program, or sooner if changes to legislation require alterations, and will be updated if required.

### **4. PURPOSE**

The purpose of this policy is to provide the guidelines and responsibilities for the acceptable use of Information and Communications Technologies (ICT) at Mickleham Primary School.

Information and Communications Technologies include:

- The use of computers/netbooks
- The Internet
- Email
- Digital Cameras, Scanners, Data projectors etc
- Hand held devices such as iPods, Nintendo DS, Sony Play Station PSP etc

Please note that NO mobile phones are to be brought to school by any student

Mickleham Primary School recognises that student instruction and student learning will change as telecommunications and other new technologies alter the ways in which information may be accessed, communicated and transferred through access to online services. The school recognises that electronic information research skills, through the Internet, are now required as essential knowledge for members of our society and as future employees.

In responding to these changes the school actively supports access by students to the widest variety of information resources together with the development, by staff, of appropriate skills to analyse and evaluate such resources. Access to telecommunications will enable students to explore thousands of libraries, databases, the Internet and bulletin boards while exchanging messages with people throughout the world.

The School believes that the benefits to students from being able to access and retrieve information from these resources and the opportunities this provides for collaboration, exceed the disadvantages. However, access is a privilege and not a right. Access entails responsibility.

### **5. RESPONSIBILITIES**

#### **The Role of the School**

The School undertakes a commitment to implement and uphold the Acceptable Use Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to forms of digital communication and the Internet for staff and students.

The School undertakes to ensure that information published on the Internet by students or the School under the Schools name meets legal requirements and standards of general practice within the community in relation to copyright and safety and meets the guidelines of the Mickleham Primary School Acceptable Publishing Policy

**The Role of Staff**

The School expects that staff will incorporate appropriate use of digital communication tools throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. This will include staff teaching students how to access information to support and enrich the curriculum in a safe and appropriate manner. Teachers will also take into account the varied instructional needs, learning styles, abilities and developmental levels of students.

**The Role of Students**

Students are responsible for good behaviour on the school computers, Netbooks and the network. Communications on the information networks are often public in nature and general school rules for student behaviour, conduct and standards of communications will apply. Individual student users of the school computers, Netbooks and network are responsible for their behaviour and communications over those networks. It is expected that students will comply with school standards and will honour the agreements they have signed. Students who fail to honour their Code of Conduct (as set out in the attachment to this policy) may incur the withdrawal of their access to the Internet and/or school computers, Netbooks and network.

**The Role of Parents**

Parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources at home and to promote and actively support the school Code of Conduct for the use of technologies.

**6. ACCESS**

Mickleham Primary School provides all students with access to the use of computers, a variety of software programs, the Internet and technologies through the use of the school network. Students in years 4, 5 and 6 will also have access to 1:1 Netbooks at school and have the option to lease these Netbooks for use at home throughout the school year.

**Student Access**

The School network is provided for students to access software programs, save and retrieve work, conduct research and communicate with others. Independent access to the network services is provided to students who agree to act in a considerate and responsible manner.

The use of online services, made possible by the School through student access to the Internet, may lead students to any publicly available information or database in the world. Although the School has in place steps to reduce risks, students may encounter electronic information resources which have not been screened by staff for use by students. Therefore, prior parental or guardian permission is required for students to be able to access the School network and the Internet.

The Acceptable Use agreement clearly outlines appropriate expectations and behaviour for students with their use of technology and the actions to take in the event of coming across unsuitable material. Both students and parents are required to sign the Acceptable Use document for students in years 3, 4, 5 and 6. Parents and guardians of students in grades Prep, 1 and 2 are required to sign the Acceptable Use agreement on behalf of their child.

The signed agreement will be kept at the school for our records.

**7. ACCEPTABLE USE AGREEMENT**

All students are expected to sign, or have signed by parents on their behalf, an Acceptable Use Agreement prior to accessing school computers, Netbooks or the Internet. The Acceptable Use Agreement is an agreement by students and their parents to accept and follow the behaviours as set out in the agreement when using the School network, computers and the Internet.