Kingston Heath

PRIMARY SCHOOL

INFORMATION AND COMMUNICATIONS TECHNOLOGIES

1.Rationale:

1.1   Kingston Heath Primary School supports the belief that through Information and Communication Technologies we equip children to participate in a rapidly changing world where work and leisure activities are increasingly transformed by technology. We enable students to find, explore, analyse, exchange and present information. We also focus on developing the skills necessary for children to be able to create and use information in a discriminating, effective and creative way. All students will use ICT as a routine part of classroom activities across the curriculum.

1.2   The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities. Social Media, email and online file storage can be used by teachers, students and parents as a communication and learning tool.

2.Aims:

2.1   To improve student learning outcomes by increasing access to worldwide information.

2.2   To provide opportunities for all students to access and develop competencies with the broadest range of Information and Communication Technologies (ICT).

2.3   To provide an environment that maximizes the use of a range of current ICT resources by students and staff at the point of need to enhance teaching and learning across the curriculum.

2.4   To provide an efficient and well planned network system together with up to date, quality hardware, and software at the point of need.

3. Implementation:

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

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

3.3   Coordinators for ICT curriculum, one-to-one program, school website, Google Apps, Tiqbiz and Facebook will be appointed. The coordinators will liaise with staff and the technicians to manage all email access, maintenance of the school's web site, web filters, Facebook and all other issues related to internet access by students and teachers.

3.4   The school undertakes to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency. Breached of protocol will be dealt with by the principal and may incur legal processes in place by the department.

3.5 Students will have access to email, documents, calendars and sites through Google Apps for Education. All Google App accounts will be password protected and will be used under teacher supervision.

3.6 All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked. Staff are responsible for notifying the coordinators of inappropriate material. Consequences of publishing, accessing or failing to notify the coordinators of inappropriate material shall include the removal of access rights.

3.7 Signed parent and student's 'ICT Acceptable Use Agreement' (see appendix) is required to be completed on enrolment.

3.8 Privacy of students, parents, staff and other users must be recognised and respected at all times. When identifying students, only the student's first name and last initial will be used.

3.9 Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

3.10 Facebook and other social media outlets will not have student images or text about students or staff posted by parents unless they have been approved by the teacher in charge.

3.11 School events, such as the Student Disco, will have photos released through on a password protected link.

3.12 The Kingston Heath Primary School Strategic Plan and Annual Implementation Plan reflects the school's ICT vision through its targets and key improvement strategies.

3.13 Staff will use the Kingston Heath Primary School ICT Student Skills Continuum, along with AUSVELS and PYP for planning and implementing ICT curriculum.

3.14 The professional development will be provided for staff at their point of need.

3.15 All problems concerning ICT equipment and infrastructure are to be logged by staff on the DEECD Job Management Service for technicians. The technicians will check all annotations, prioritize and allocate work, monitor its completion and keep relevant staff informed of progress. Staff are not to make requests directly to the Technical Support staff.

3.16 ICT equipment and facilities are to be used for education purposes. Computers and other multimedia devices should be used purposefully and as an integral part of each student's learning. They should not be used as time fillers or for unsupervised play.

3.17 All ICT equipment is a shared resource and should be available for use of all staff and students.

3.18 ICT equipment may be borrowed by staff in consultation with the ICT coordinator.

3.20 All portable equipment is to be secured by the staff member using it. All such equipment is to be returned in good working order to the locked cupboard at the end of each day.

3.21 Staff edumail accounts are to be used in accordance with DEECD policy, guidelines and directives and are to be used for work related matters and not for personal use.

3.22 Staff are not to use their personal edumail account to communicate with school families. All such communications are to be through the school edumail account.

4. Evaluation:

4.1 This policy will be reviewed annually as part of the school's regular review cycle. This policy was ratified by School Council on 28th July 2014.

Appendix

Kingston Heath

P R I M A R Y   S C H O O L

STUDENT ICT ACCEPTABLE USE AGREEMENT

When I use digital technologies I **communicate respectfully** by thinking and checking that what I write or post is polite and respectful.
This means I:

- never send mean or bullying messages or pass them on, as this makes me part of the bullying
- don't use actions online to be mean to others. (This can include leaving someone out to make them feel bad)
- don't copy someone else's work or ideas from the internet and present them as my own. (I will include the website link).

When I use digital technologies I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and not to be shared online.
This means I:

- protect my friends' information in the same way
- protect my password and I don't share it with others
- don't join a space online without my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information.

When I use digital technologies I **look after myself and others** by thinking about what I share online.
This means I:

- never share my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speaking to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me
- speak to a trusted adult if I know someone else is upset or scared
- stop to think about what I post or share online
- use spaces or sites that are right for my age
- don't deliberately searching for something rude or violent
- either turn off the screen or use the back button if I see something I don't like and tell a trusted adult
- am careful with the equipment I use.

Student's Name: _____ Signature: _____ Date: _____

PARENT CONSENT

I agree to my child _____ using the Internet at Kingston Heath Primary School for educational purposes in accordance with the Student Agreement above. I understand the school will provide adequate supervision and that steps have been taken to minimise risk of exposure to unsuitable material. I have discussed the rules and conditions with my child. I give permission to Kingston Heath Primary School to issue Internet access to my child and support the school in any disciplinary action.

Parent Signature: _____ Date: _____