



# St Saviour's Primary School

## Safe at School

### ICT Acceptable Use Policy

(June 2014)

#### **VISION STATEMENT**

St Saviour's Primary School is an educational community living out Mercy values each day.

Our Vision is:-

- That each child is valued and respected.
- That each child's giftedness is recognised.
- That each child's potential is realised.
- That each member of the school community strives for goodness.

#### **RATIONALE**

St Saviour's Primary School provides online services for the use of the school community. As Information Technology in all its many forms, becomes an increasingly important tool for human life, it is vital that children are innovative, knowledgeable, skilful, adaptable and enterprising users of the technology.

We recognise that student instruction and student learning will change as communication devices and other new technologies alter the ways which information may be accessed, communicated and transferred through access to online services.

#### **VALUES**

St Saviour's Primary School community values 'goodness', which in this instance is a reference to quality of policy content and presentation. This policy has been prepared, therefore, to provide guidelines as to a consistent framework for the development of policies by the St Saviour's Primary School community, in a manner that is respectful of the needs and knowledge of all members of the school community.

#### **POLICY STATEMENT**

St Saviour's Primary School provides Internet Access for School related purposes. Students may only use school internet services for authorized activities, which relate to the curriculum. Students are expected to use the internet in a manner consistent with the ethos and the Mercy values of the school. Students are expected to use the resources in a responsible manner, which demonstrates respect for others, honesty, courteous communication and adherence to all relevant rules.

## **DESIRABLE CONSEQUENCES**

### **1. RESPONSIBILITIES**

#### **1.1 School**

St Saviour's Primary School (Principal, teachers, parents<sup>1</sup>, and students) is committed to implementing and upholding the ICT Acceptable Use Policy and to provide appropriate physical and financial resources to enable safe, educationally relevant access to the Internet for staff and students.

St Saviour's Primary School endeavours to ensure that information published on the Internet by students or the School under the School's name meets legal requirements and standards of general practice within the community in relation to copyright and safety.

#### **1.2 Staff**

St Saviour's Primary School expects that staff will incorporate appropriate use of the learning technologies throughout the curriculum and that teachers will provide guidance and instruction to students in the appropriate use of such resources. All staff members will inform students and parents of the dangers of inappropriate use and the reason why the school has this policy in place.

#### **1.3 Students**

Students are responsible for good behaviour, which includes appropriate communication when using Learning Technologies equipment. Students will be expected to comply with school standards and to honour the agreement they have signed. Students have their own login name and password, which gives them access to the school computers, internet and Intranet. Students are responsible for using technology in an appropriate manner. Students are **NOT** to share passwords.

#### **1.4 Parents**

Parents and guardians are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. These standards will be in accordance with the School Vision Statement and other general policies.

## **2. USE OF COMPUTERS AND OTHER LEARNING TECHNOLOGIES EQUIPMENT**

The care and correct use of our Learning Technologies equipment is extremely important to the continued success of our teaching and learning. All members of the school must share the responsibility for the maintenance and careful use of our computers and other equipment.

### **2.1 General Rules of Usage**

- Hands should be clean at all times when using any Learning Technologies.
- No food or drink is permitted near any Learning Technologies.
- Modifying settings on the computers is not permitted.

- The transfer of software/USB/CDROMS between school and student's home is not permitted except where authorised via agreement between class teacher and IT Coordinator. This includes project files, files downloaded from the Internet, etc.
- If in doubt, students need to seek clarification from teachers.

### **3. CARING FOR THE LEARNING TECHNOLOGIES**

Caring for the Learning Technologies is the responsibility of the class and teachers wherever it may be housed. This includes:

- The computer
- Monitor/Screen
- The keyboard
- The mouse
- Speakers
- Headphones
- Printers
- Scanner
- Digital Camera
- Audio Visual Equipment
- Computer trolleys
- Additional digital technologies such as digital microscopes, iPads, iPods etc.

Equipment should be wiped down with a dry, clean cloth on a regular basis and stored, where possible after use.

The Multi-Media Room is the responsibility of all students and staff who use the facility. Computers need to be logged off at the end of each day, chairs put back in place and any papers removed from the benches, ensuring the room is tidy.

### **4. USE OF THE INTERNET**

We at St Saviour's Primary School provide students with Internet Access for educational purposes. It is an important resource in many teaching and learning programs because information is readily accessible and transmitted with great speed and low cost.

#### **4.1 Guidelines**

Acceptable Use of the World Wide Web

- Students must always seek permission from a Teacher and be under Teacher supervision when accessing the World Wide Web.
- Students should not look for, view or download unacceptable graphics, sounds, or text files at any time.
- A teacher must authorise the downloading of ANY materials from the Internet.
- If a student accidentally accesses an inappropriate site, the monitor is to be turned off immediately and the teacher notified.
- No child's name may be used in connection with any material published on the World Wide Web.

## **5. ACCEPTABLE USE OF E-MAIL FACILITIES**

### **5.1 Role of Students**

All students will be given usernames and passwords, which provide them with internet and email access. Consequently, students are able to receive and send emails within the school and from outside sources.

- Students under no circumstances should provide their password to another person.
- Students must always implement responsible behaviour when using e-mail facilities.
- Students must be polite, using only appropriate language.
- Students must proof read e-mail messages before they are sent.
- Students are strictly forbidden to send via e-mail personal information about themselves or others (*i.e.* full name, address, phone number, etc.).
- Students should maintain and audit their personal accounts and the content of folders (*i.e.* deletion of read emails). Unacceptable files found within these folders will be removed. Should a student find an unacceptable file within their folder they should notify the teacher.
- Students are to delete e-mail messages after they have been read. A hard copy may be printed as a record.
- Students should not repost a message that was sent to them privately without the permission of the person who originally sent the message.
- Students must not access any other person's e-mail at any time.
- Students must obtain copyright permission if they are to use someone else's work.
- Students are to immediately inform a teacher should they receive an e-mail which makes them feel uncomfortable or is not acceptable, such as inappropriate language.
- Students are not to send chain or junk mail.
- Students are not to give out other students e-mail address.

## **6. MONITORING AND FILTERING**

St Saviour's Primary School is connected to the Internet through CNET. CNET provides a set of Internet management tools to schools using their service. All school internet users enter a username and password when they wish to browse the web. This allows tracking and setting of individual access privileges.

## **7. COPYRIGHT LAWS**

- Students and teachers must respect Copyright Laws when copying any type of material for use in their work.
- If student work is to be published only within the school setting (e.g. books, posters, presentations, intranet, etc.) then materials copied from other sources need only be referenced in a Bibliography or Reference List.
- If student work is to be published on the World Wide Web, permission must be gained from the owner of any work (e.g. pictures, sounds, etc.). Such permission may be gained through email contact, written requests, etc..
- If students are unsure as to whether they need Copyright permission they must ask a teacher.

## 7.1 Plagiarism

Students and teachers must not plagiarise the work found on the internet. Plagiarism is taking the ideas or writing of others and presenting them as if they were yours.

## 7.2 Publication of Student Work

Work to be published for viewing or use only within the school or the setting does not require parental permission. This includes parent newsletters and publications to the LIFE page.

## 7.3 Publishing Work Using Learning Technologies

Students should check their work before attempting to publish/print it using Learning Technologies. Work must be authorised for publication by the classroom teacher.

## 8. CONSEQUENCES FOR DISREGARD OF THE ACCEPTABLE USE POLICY

Students at St Saviour's Primary School have access to extensive Learning Technologies. They have a responsibility to use it appropriately.

Offences will be recorded by the I.T. Coordinator and the Principal, and the student(s) involved will be notified. The school will use their professional judgment in dealing with any misdemeanours.

Deliberate violation of this policy **may** involve the following:

- **Verbal Warning** is issued to students and his/her name will be recorded. Parents may be contacted
- **Written Warning** issued to student to go home to parents. Warning to be returned to school signed by parent
- **Suspension**

**Short Term** (one week) suspension from using any Learning Technology within the school, letter home to parents, returned signed.

**Long term** (one month) suspension from using any Learning Technology within the school, letter home and interview with the parents.

## 9. STUDENT CODE OF CONDUCT

All students are expected to Sign an Internet Use Agreement. See Appendices I & II.

## Appendix I



# St Saviour's Primary School



### INTERNET USE AGREEMENT

When using the Internet at St Saviour's Primary School I will:

- Only work on the web for the purpose specified by my teacher.
- Not give out personal information such as my surname, address, telephone number, parents' work address/ telephone number etc.
- Turn off the screen and inform the teacher if I come across any inappropriate material
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Contact my teacher and show them any inappropriate messages/pictures.
- I will not use material from other web sites unless I have permission from the person who created the material. If I am unsure I will check with my teacher.
- Not use the internet to frighten, annoy or intimidate another person.
- Follow school guidelines & procedures when preparing materials for publication on the web.

I understand that breaches of the rules will see me lose my internet access rights for a period of time determined by the school.

Student Name \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

### PARENT CONSENT

As the parent / guardian of this child, I have read the "Acceptable Use Policy". I understand that internet access is designed for education purposes. I understand that St Saviour's School will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable materials. I understand that home filters apply when my child is on the school website and My Internet pages, not the school filters. I grant permission for my child to use the Internet in a manner described by this policy.

Parent/ Guardian Name \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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## Appendix II



# *St Saviour's Primary School*



### INTERNET USE AGREEMENT

I agree to allow my child to access the Internet as specified within the policy.  
I understand that my child may receive internal incoming e-mail correspondence and I understand the filtering process in regard to e-mails within the school.  
I expect that adequate supervision will be available when my child is using the Internet.  
I have explained to my child that he/she should turn off the monitor and inform the teacher if he/ she encounters any material on the web that makes him /her feel uncomfortable at any time.  
My child is aware that he/she should never give out personal information, including their phone number, last name or home address etc when using the Internet.  
My child understands they are not to search for inappropriate messages/pictures on the internet.

### PARENT CONSENT

As the parent / guardian of this child, I have read the "Acceptable Use Policy". I understand that internet access is designed for education purposes. I understand that St Saviour's School will provide adequate supervision and that steps have been taken to minimize risk of exposure to unsuitable materials. I understand that home filters apply when my child is on the school website and My Internet pages, not the school filters. I grant permission for my child to use the Internet in a manner described by this policy.

I give permission for \_\_\_\_\_ to use the Internet at St Saviour's Primary School, Toowoomba.

Parent/ Guardian Name \_\_\_\_\_

Parent/ Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

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**DEFINITIONS:**

Reference to 'Parents' in this Policy includes Guardians and Caregivers.

**REVIEW HISTORY:**

<b>Date</b>	<b>Event</b>	<b>Changes / Comments</b>
01/2014	Rev00	Policy Revision
06/2014	Rev01	Minor formatting changes

**TO BE REVIEWED:** 2015