Donvale Primary School

Information & Communication Technology Policy

1   Policy Statement

Information and Communications Technology (ICT) focuses on providing students with the tools, knowledge and skills to enhance their learning and to enrich their learning environment. All students will use digital technologies as a routine part of classroom activities across the curriculum and will develop an understanding of the implications of the use of ICT and their social and ethical responsibilities as users of digital technologies. This policy also supports our implementation of eSmart across the school.

2   Rationale or Purpose

The knowledge, skills and behaviours identified for this domain enable students to develop new thinking and learning skills that produce creative and innovative insights and to develop more productive ways of working and solving problems individually and collaboratively. The knowledge, skills and behaviours identified for this domain enable students to:
develop their thinking and learning skills
explore productive ways of working and solving problems individually and collaboratively
create information products that demonstrate their understanding of concepts, issues, relationships and processes
communicate locally and globally to solve problems and share knowledge
develop safe, ethical and respectful communications and collaboration with known and unknown audiences.
The Victorian Curriculum Technologies domain provides a framework for students to learn how to use technologies to create innovative solutions that meet current and future needs. Students are encouraged to make decisions about the development and use of technologies, consider the impacts of technological change, and how technologies may contribute to a sustainable future. The curriculum provides practical opportunities for students to be users, designers and producers of new technologies. In Digital Technologies, students use computational thinking and information systems to analyse, design and develop digital solutions.

3   Implementation

The Information Technology Co-ordinator, supported by the school leadership team, will be responsible for the implementation of this policy by ensuring that:

- An eLearning Plan is developed and implemented to provide a strategic guide for the ICT program
- Teachers follow the DPS ICT Scope & Sequence Planner when planning ICT activities and the DPS eSmart Scope & Sequence Planner when planning cyber smart activities
- Equipment is upgraded in order to support the demands of the curriculum and all software is appropriately licensed
- Appropriate security measures are implemented and maintained
- All students will be educated in the safe use of technologies including the study of cyber bullying, personal information online, safe sites and online threats
- All students (or parents on their behalf) have signed and abide by the DPS Computer Code of Conduct
- All students in the iPad program sign and abide by the iPad Acceptable Use Agreement
- Staff abide by the DEET Acceptable Use Policy for ICT
- Staff complete the DEET ePotential ICT skills analysis survey annually

4   References

- Victorian Curriculum: The Technologies – Digital Technologies
- DPS ICT Scope & Sequence Planner
- DEET Information Technology Guidelines
- DEET Acceptable Use Policy for ICT

5   Appendix

1. DPS Digital Technology Code of Conduct
2. DPS iPad Acceptable Use Agreements

6   Review

This policy and the attached documents are to be reviewed every three years, or following referral by School Council.
This policy was ratified by School Council on.

DONVALE PRIMARY SCHOOL
Digital Technology Code of Conduct

Donvale Primary School encourages the use of new technologies in education and provides the resources and programs to develop these essential skills in a responsible manner.

STUDENT'S DECLARATION
When using digital technology at Donvale Primary School I will:

- not use computers and iPads for anything other than educational and school activities without permission
- keep my passwords private and not use anyone else's password
- not alter the configuration of the computers/devices or add/remove any software without permission from the Information & Communication Technology Coordinator
- not block or cover computer screens to make it difficult for teachers and others to view what is on the screen
- not print without a teacher's permission
- not place food and drinks at or near the computers and associated hardware
- not attempt to break into the network
- abide by the iPad Acceptable Use Agreement (for those students in the 1-1 iPad or BYOiD programs)
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When using the Internet at Donvale Primary School I will:

- not download computer programs or files without the teacher's permission
- search only within the area specified by my teacher
- not give out personal information such as my surname, address, telephone number, parent's work address/telephone number or any other person's details
- never send a person my picture or any other details without first checking with my teacher and always have my teacher's permission before sending e-mail
- not send or respond to any messages that are mean or in any way make me or others feel uncomfortable
- not copy or redistribute other people's work without acknowledgement

If I come across any information that is unsuitable or makes me or others feel uncomfortable I will click on home and then tell my teacher right away. This may also include online activity outside of school hours. I understand that the school has a duty of care to investigate incidents deemed to be inappropriate and respond accordingly.

I have permission from my parent/parents/guardian to:

- access the Internet for information within my classroom program
- publish work on the Internet using my first name only
- send and receive external e-mail from other school students
- send and receive external e-mail from other people and organizations as approved by my classroom teacher

I realise that my use of technology is a privilege and not a right. I understand that information published on the Internet may be inaccurate or may misrepresent a person or situation and I will handle this information in a responsible manner.

I understand that my technology use may be monitored. I will use Donvale Primary School's technology resources appropriately and in accordance with this code of conduct. If I do not I will be banned for a period of time up to a year.

Student's Name:_____Sample Only_____Student's Signature: _____Sample Only_____

Parent's Name:_____Sample Only_____Parent's Signature: _____Sample Only_____

Year 3 & 4 BYOiD iPad/iPod Program
Acceptable Use Agreement

Rationale

Donvale Primary School supports the belief that through Information and Communication Technologies we equip children to participate in a 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 manner.

Students and their parents must sign the attached Acceptable Use Agreement in order to participate in the BYOiD iPad/iPod Program and to use a personal iPad/iPod at school. Students who do not bring a personal device to school do not need to sign this agreement. (Students who do not have their own device at school will be able to borrow one of the school owned iPads, if one is available.)

This document forms an addendum to the existing ICT Code of Conduct which has been signed by all students. This agreement will remain in force for the duration of the BYOiD iPad/iPod Program.

iPad/iPod General Use

- The student will be held responsible for all information and content on their device, which needs to fit within the Code of Conduct guidelines for ICT and the BYOiD program.

- The students should come to school each day with sufficient charge for the day's activities.

- The device must not be left sitting on the ground, on a chair or left outdoors at any time. It should be used on a table or stored securely when not in direct use.

- The device will not be taken outside without the direct permission of a teacher during class time, and never at recess or lunchtime. Students are also advised not to remove their device from their school bag when walking between home and school. We recommend that devices are protected by a very sturdy case to minimise accidental damage.

- It is the student's responsibility to ensure that the iPad/iPod is looked after. Like all personal items brought to school, the school accepts no liability for damage or loss of any personal items brought to school.

- Students are not to touch or interfere with any other student's device, unless invited to use it in a co-operative group situation.

- Teaching staff have the right to look at any application or file on the iPad/iPod at any time.

- SIM cards must be removed from any 3G enabled device when at school. The devices will be connected to the school's filtered wireless system.

- The school recommends that when using the iPad/iPod at home it is used in a family or common area and not in the bedroom.

iTunes

(a) An iTunes account is necessary to download applications to allow the iPad/iPod to function. The school strongly recommends that credit cards are not registered for use to pay for items purchased on the iTunes account, unless secured by a password that is unknown to the student.

(b) By using the iTunes software the user agrees to be bound by the terms and conditions of the Software Licence Agreement

(c)   Additional applications purchased will be the responsibility of the Parent/Legal Guardian and must reflect the behaviours promoted in the school ICT Code of Conduct.

(d)   The school highly recommends that a parent be listed as an email contact for the iTunes account when software is being purchased (or downloaded free) so they can track the usage.

(e)   Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu > Preferences > Parental > Age Restrictions.

iPad/iPod Restrictions

We strongly suggest that parents look at the restrictions area in the iPad/iPod settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the senior Primary School age group for the different categories. The passcode should not be known by the student.

BYOD iPad/iPod Program
Acceptable Use Agreement

Student Section

Student Name: _____

Class: _____   Date: _____

I have read the Donvale Primary School BYOiD iPad/iPod Program Acceptable Use Agreement with my parents. I agree to follow the rules contained in the agreement.

I understand that failure to follow this agreement may result in me having my privilege suspended or revoked.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Donvale Primary School BYOiD iPad/iPod Program Acceptable Use Agreement.

I give permission for my child to participate in the program, and use their personal iPad/iPod at school.

I understand that the school will not be held responsible for any damage or loss of their own device.

I understand that I will be responsible for any malicious or accidental damage caused by my child to another child's device.

I understand that failure to follow this agreement may result in my child having this privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Year 5 & 6 1-1 iPad Program
Acceptable Use Agreement

Rationale

Donvale Primary School supports the belief that through Information and Communication Technologies we equip children to participate in a 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 manner.

Students and their parents must sign the attached Acceptable Use Agreement in order to participate in the 1-1 iPad Program and to use a personal iPad/iPod at school. All students are expected to have an iPad in Years 5 and 6, but if this causes hardship, please contact the school to negotiate special arrangements.

This document forms an addendum to the existing ICT Code of Conduct which has been signed by all students. This agreement will remain in force for the duration of the 1-1 iPad Program.

General Use

- The student will be held responsible for all information and content on their device, which needs to fit within the Code of Conduct guidelines for ICT and the 1-1 iPad program.

- The students should come to school each day with sufficient charge for the day's activities.

- The device must not be left sitting on the ground, on a chair or left outdoors at any time. It should be used on a table or stored securely when not in direct use.

- The device will not be taken outside without the direct permission of a teacher during class time, and never at recess or lunchtime. Students are also advised not to remove their device from their school bag when walking between home and school. We recommend that devices are protected by a very sturdy case to minimise accidental damage.

- It is the student's responsibility to ensure that the iPad is looked after. Like all personal items brought to school, the school accepts no liability for damage or loss of any personal items brought to school.

- Students are not to touch or interfere with any other student's device, unless invited to use it in a co-operative group situation.

- Teaching staff have the right to look at any application or file on the iPad at any time.

- SIM cards must be removed from any 3G enabled device when at school. The devices will be connected to the school's filtered wireless system. (We do not recommend purchasing a 3G enabled device. They can cause problems when connecting to the school network. You can hot spot from a mobile phone if away from home.)

- The school recommends that when using the iPad at home it is used in a family or common area and not in the bedroom.

iTunes

(a) An iTunes account is necessary to download applications to allow the iPad/iPod to function. The school strongly recommends that credit cards are not registered for use to pay for items purchased on the iTunes account, unless secured by a password that is unknown to the student.

(b) By using the iTunes software the user agrees to be bound by the terms and conditions of the Software Licence Agreement

(c) Additional applications purchased will be the responsibility of the Parent/Legal Guardian and must reflect the behaviours promoted in the school ICT Code of Conduct.

(d) The school highly recommends that a parent be listed as an email contact for the iTunes account when software is being purchased (or downloaded free) so they can track the usage.

(e) Parental controls should be set on the iTunes account and password protected to ensure they stay in place. These controls are found in iTunes menu > Preferences > Parental > Age Restrictions.

iPad Restrictions

We strongly suggest that parents look at the restrictions area in the iPad settings. It would be appropriate to enable restrictions to the section at the bottom of the menu for "Allow Content". This can be made appropriate for the senior Primary School age group for the different categories. The passcode should not be known by the student.

Signing

Please read and share these guidelines with your child, then sign the attached agreement and return it school. Keep this page as a reminder of the terms of the agreement.

1:1 iPad Program
Acceptable Use Agreement

Student Section

Student Name: _____

Class: _____   Date: _____

I have read the Donvale Primary School 1-1 iPad Program Acceptable Use Agreement with my parents. I agree to follow the rules contained in the agreement.

I understand that failure to follow this agreement may result in me having my privilege suspended or revoked.

Student Signature: _____

Date: _____

Parent/Guardian Section

I have read the Donvale Primary School 1-1 iPad Program Acceptable Use Agreement.

I give permission for my child to participate in the program, and use their personal iPad at school.

I understand that the school will not be held responsible for any damage or loss of their device.

I understand that I will be responsible for any malicious or accidental damage caused by my child to another child's device.

I understand that failure to follow this agreement may result in my child having this privilege suspended or revoked.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

This Policy was ratified by School Council on 7ᵗʰ September 2016