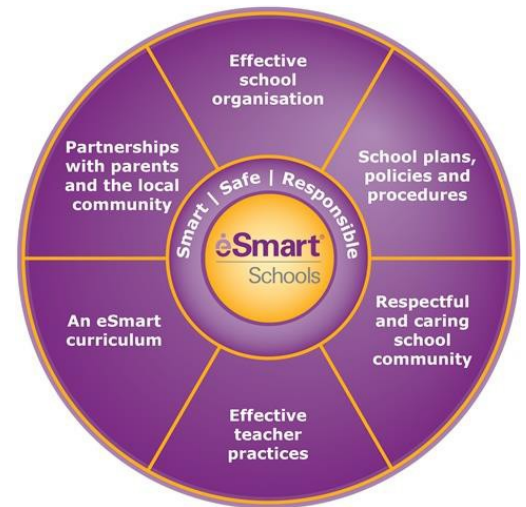


# TOORA PRIMARY SCHOOL

## The Acceptable Use of ICT Policy

### Rationale:

At Toora Primary School our students use Information Communication Technology (or ICT) to learn. ICT is essential to facilitate the creative problem solving, information fluency, and collaboration that we see in today's democratic societies. While we want our students to be active contributors in our connected world, we also want them to be safe, legal, and responsible. This Acceptable Use of ICT Policy supports our vision of ICT use and upholds in our students a strong sense of digital citizenship. It is also supported by the school's commitment to becoming eSmart using the Framework and working through the domains.



### Aims:

- We use ICT to enhance learning and engagement.
- We use ICT to support communication and collaboration through the exploration and use of internet sites including online, shared learning spaces such as Google Drive and Global2.
- We use ICT for research and to seek information to enhance our learning. We develop the skills necessary to filter, analyse, interpret and evaluate online information.
- We use ICT to record and share information and new learnings. This includes video and auditory recordings on iPads and other devices.
- We develop in our students a sound understanding of ICT operations and concepts.
- We aim to create a safe online environment for everyone. Filtering software keeps unwanted sites off our devices and adults actively supervise students' ICT activities at school.
- Anything we publish online will be of a high standard.
- Our school actively supports access by 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.
- 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.
- 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.
- Teachers shall be responsible for making sure all work is screened for accuracy, appropriateness, grammar, spelling prior to publishing.

### Implementation:

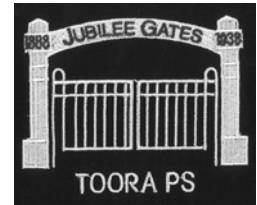
At Toora Primary School we learn to become responsible, digital citizens. We use ICT in safe, legal and responsible ways. Our students can access the Internet via connections that cover the entire school. Smart TV's and Polycom facilitate group viewing and discussions. Students each have access to a suite of software to support their learning needs via iPads, netbooks and desktop computers, as distributed by the school.

This policy was last ratified by School Council in **November 2016**

To be reviewed as part of the School's three year review cycle.

References: <http://www.education.vic.gov.au/school/principals/curriculum/pages/elearning.aspx>

## Acceptable Use of ICT Parent Agreement - Prep-Grade 2



I understand that my child is expected to:

### Show Respect for Self by:

- selecting an online name that is likely to protect him/herself and that is not likely to cause offence.
- considering the information and images that he/she posts online whenever and wherever they are by applying the THINK acronym - Truthful, Helpful, Inspiring, Necessary, Kind.
- only taking photographs of themselves after gaining a teacher's permission.
- visiting age appropriate websites only and should an inappropriate site be accessed minimise the screen and report the issue immediately to the teacher

### Protect themselves by:

- following the guidelines taught so that information they post online will not put them at risk.
- keeping his/her password and login details private.
- reporting people who try to bully them.
- talking to a teacher if they feel uncomfortable or unsafe online.

### Show Respect for Others by:

- implementing the THINK acronym before posting information – Truthful, Helpful, Inspiring, Necessary, Kind.
- not entering their private work spaces.
- gaining the person's and teacher's permission prior to taking images of others and have written permission if the activity involves the uploading of that image.

### Protect Others by:

- reporting any bullying and inappropriate behaviour he/she sees.

### Respect of Copyright by:

- not copying other people's work without giving them credit.
- only downloading music or images with permission.

### Respect Equipment

- treat digital devices appropriately.
- ask permission before downloading programs, including games or apps on devices.

*Devices include (but are not limited to) tablets, MP3 players, mobile phones, netbooks and computers*

- I understand that failing to follow these rules will result in appropriate consequences from the school which may include suspension of internet access and/or electronic device privileges and/or disciplinary action.
- I understand that the school network and e-mail accounts are owned by Toora Primary School and are not private. Toora Primary School has the right to access my child's information at any time.

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Parent

I have read and understood the ICT Acceptable Use Policy for Toora Primary School.

Parent's Name: ..... Date: ..... Parent's Signature: .....

## Acceptable Use of ICT Agreement Student - Grades 3-6



### Respect Yourself

I will select online names that are appropriate. I will consider the information and images that I post online whenever and wherever I am. I will only take photographs after gaining a teacher's permission.

### Protect Yourself

I will make sure that the information I put online will not put me at risk. I will not share my password or login details with anyone else. I will report people who try to bully me. I will talk to a teacher if I feel uncomfortable or unsafe online.

### Respect Others

I will show respect to others and not bully them. I will not visit inappropriate websites or enter other people's private areas. I will record and photograph others only if directed by a teacher. I will ask the person's permission prior to taking their image and have written permission if the activity involves uploading their image.

### Protect Others

I will protect others by reporting any bullying and inappropriate behaviour that I see.

### Respect Copyright

I will not copy other people's work without giving them credit. I will not download music or images without permission.

### Respect Equipment

I will treat all digital devices with care. I will ask permission before downloading programs, including games or apps on devices.

*Devices include (but are not limited to) tablets, MP3 players, mobile phones, netbooks and computers.*

- I understand that failing to follow these rules will result in appropriate consequences from the school which may include suspension of internet access and/or electronic device privileges and/or disciplinary action.
- I understand that the school network and e-mail accounts are owned by Toora Primary School and are not private. Toora Primary School has the right to access my information at any time.

Student's Name: ..... Date: ..... Student's Signature .....

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Parent

I have read and understood the ICT Acceptable Use Policy for Toora Primary School.

Parent's Name: ..... Date: ..... Parent's Signature: .....