

# Acceptable Use of ICT Policy

## **Rationale:**

In a fast-paced, ever-changing, technology rich world it is vital for students to be computer literate. Students must understand their responsibilities when using computers and other forms of Information Technology Communication. It is also necessary for students to develop appropriate strategies to keep themselves safe whilst using ICT effectively.

## **Aims:**

- To provide students with skills to obtain information, engage in discussion, and liaise with individuals, organisation and groups world-wide so as to increase skills, knowledge and abilities.
- To improve student learning outcomes by increasing access to worldwide information.
- To develop skills in discriminate and appropriate internet usage.

## **Implementation:**

- Our school will actively support 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.
- All students and staff will have access to the internet and Ultrananet.
- The ICT coordinator will ensure that internet usage is closely monitored. A coordinator will be appointed by the principal.
- The staff will monitor the information published on the internet by students 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.
- Our school will actively support access by students to the widest variety of information resources. All students and staff will have their own password protected internet account and log on. Such access is a privilege that infers responsibility, and not simply a right to be expected.
- The ICT coordinator will liaise with staff and the technical support technician to manage all email access, maintenance of the school's web site, web filters, and all other issues related to internet access by students.
- Students will complete a user access agreement before use of the computer is permitted.
- All students shall be responsible for notifying their teacher of any inappropriate material so that access can be blocked.
- All staff shall be responsible for notifying the coordinator of any inappropriate material so that access can be blocked.
- Consequences of publishing, accessing or failing to notify the coordinator of inappropriate material shall include the removal of access rights.
- Developing an awareness of cyber-bullying will be an integral part of the ICT program.
- All students will complete online safety programs, which will include the Budd-E program (<https://budd-e.staysmartonline.gov.au/primary/main.php>).
- For students in Grades 3-6 signed parent and student consent (see below) is required to be completed in order to gain access to the internet, or to publish work, photos or videos on the internet.
- When identifying students, only the student's first name and last initial will be used.

## **Evaluation:**

This policy will be reviewed as part of the school's three-year review cycle.