

KERRIMUIR PRIMARY SCHOOL

ICT/E-SMART POLICY

BACKGROUND

Kerrimuir Primary School recognises the importance of Information Communication Technology (ICT) in preparing students for the world around them, and as such believes that ICT is an integral part of the curriculum. Our aim is to ensure students feel confident and act safely using this technology.

As an 'E-Smart School', we promote cyber safety in the community and believe that explicitly teaching students about safe and responsible online behaviours is essential and is best taught in partnership with parents/guardians. We have therefore set up structures and procedures so that partnerships can be formed between the school and outside agencies.

PURPOSE

This policy aims to establish clear expectations for the Kerrimuir Primary School community with regard to maintaining an E-Smart culture placing the safety, and in particular the cyber safety, of our students as a priority.

The policy also clearly sets out the respective responsibilities of students, parents/guardians and the school; this is an issue that requires a high level of community cooperation and a whole school approach.

DEFINITIONS

Cyber bullying involves the use of electronic equipment devices to harass and cause discomfort to other members of the school community.

Cyber safety refers to the safe and ethical use of all ICT, including equipment and other devices.

E-Smart refers to an understanding of and the safe, responsible and ethical use of ICT.

Information Communication Technologies (ICT) equipment/devices is defined as, but is not limited to, computers (including desktops, laptops, iPads and interactive whiteboards), storage devices (such as USBs, CDs, DVDs and MP3 players), cameras (such as video, digital and webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other technologies as they come into use.

PROCEDURES FOR IMPLEMENTATION

Date: April 2022

All students enrolled at Kerrimuir Primary School agree at the time of their enrolment to abide by the 'Student Code of Conduct'.

The use of ICT and other equipment/devices within Kerrimuir Primary School should be for educational and creative purposes.

Kerrimuir Primary School has the right to monitor access and review all ICT use by enrolled students. This includes personal emails, social networking sites and user generated content sites (such as YouTube, Flickr and Interactive sites) received and sent on the school's computer and/or network facilities.

The use of privately owned ICT equipment/devices (i.e. mobile phones, smart watches or USBs) on the Kerrimuir site or at any school related activity must be appropriate to the school environment. If at any time a student is unclear on appropriate usage, they should seek clarification from staff.

In line with the 'Acceptable Use of ICT Agreement' which each student signs, Kerrimuir Primary School will take all reasonable steps to ensure that all students are accessing appropriate sites via the Internet.

STUDENT RESPONSIBILITIES

Ensure that all ICT equipment is looked after appropriately.

Ensure that all material being accessed on the Internet is appropriate and does not breach this policy.

Seek clarification with regard to accessing websites or other sources of information where the content may breach this policy. This clarification may come from the staff member who is supervising at that time, or the Assistant Principals and Principal of the school, if further clarification is required.

Where ICT equipment devices are used out of school time, report any communications which are very likely to have an impact on a student(s) within the school.

Ensure that communications between students, parents and staff members of the school community do not have the effect of harassing, vilifying or attacking personally other individuals. This includes but is not limited to written words and the posting of images.

Immediately report any inappropriate material that is encountered (either accidentally or intentionally) by any student, to a responsible adult.

PARENT RESPONSIBILITIES

Date: April 2022

Monitor home use by students and report to the school any communications that may have the effect of breaching this policy.

Where practical, ensure that ICT equipment/devices are placed in a position within the home where easy monitoring is possible.

Support Kerrimuir Primary School in encouraging responsible communication using ICT equipment/devices.

Ensure that communications between students, parents and staff members of the school community do not have the effect of harassing, vilifying, identifying or attacking personally other individuals. This includes but is not limited to written words and the posting of images.

Agree to and sign the Online Learning Privacy consent forms provided by the school that allow student access to programs used at both home and at school.

SCHOOL RESPONSIBILITIES

Provide a viable structured curriculum and program to teach responsible use of ICT and being E-Smart.

Explicitly teach computer and research skills, including the validity of websites.

Ensure there is appropriate follow up where instances of online harassment are found to have occurred.

Work in a partnership with parents to investigate online harassment and to promote cyber safety in the school community.

Inform parents prior about films shown to the students to support the curriculum and their learning. *Note* – written permission must be obtained from parents to show PG films or clips.

Bullying (in any form) is classified as ‘non-negotiable behaviour’ and will therefore involve the procedures as outlined in the ‘Student Engagement’ and Anti Bullying policies.

Utilise student support structures and counselling to provide all necessary support where instances of harassment or bullying have been found to occur.

Provide parents with a list of educational internet websites and/or programs that are used both at home and at school for parent approval.

REVIEW AND POLICY HISTORY

This policy will be reviewed in April 2023.

Date: April 2022