SECTION 1: INTERNET USE POLICY

Rationale: The internet, combined with Hampton Park Primary School’s ICT laboratory, iPad and netbook trolleys, offers huge potential benefits for teaching and learning. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups world-wide so as to increase skills, knowledge and abilities.

Students and teachers can:
- Explore the world online
- Visit museums and libraries around the world
- Access rich information resources to support research and investigations
- Communicate and collaborate with people all over the world
- Publish to the web

Hampton Park Primary School has an important role in preparing students for these ‘online communities,’ we will upskill our students so they have no understanding of safe online behaviour. Before our students start to use school provided devices to explore the internet, it’s crucial to make sure everyone understands what they should and shouldn’t be doing online.

Behaving safely online means:
- Protecting their own privacy and personal information (we used to call it stranger danger)
- Selecting appropriate spaces to work and contribute
- Protecting the privacy of others (this can be sharing personal information or images)
- Being proactive in letting someone know if something is ‘not quite right’ - at home this would be a parent or guardian, at school a teacher.

These principles of safety and responsibility apply to all uses of the internet at school. Just as in the real world, the virtual world of the internet involves some risks. Our school will develop and maintain proactive strategies that help to identify these risks to our students.

Aims:
- To improve student learning outcomes by increasing access to worldwide information
- To develop skills in discriminate and appropriate internet usage
- To connect students and improve their global learning to discover their place in the world

Implementation:
- Use of the school’s devices and/or network to access the Internet and Internet services, including electronic mail and the World Wide Web, will be governed by an Acceptable Use Agreement for the Internet and mobile devices
- The Acceptable Use Agreement is intended to encourage responsible maintenance and use of devices and to reflect a respect for the ability of its adherents to exercise good judgement
- All staff are also required to sign a written Acceptable Use Agreement as the Guidelines do apply to them. Staff should also be familiar with the DET Acceptable Use Policy which is included in the Staff Handbook and on the DET website
- Students and staff can expect sanctions if they act irresponsibly and disregard their obligations to other users and the school as the provider of their Internet access
- Students and staff must not use school mobile devices or the school network in breach of a law or to commit an offence
• The use of the school’s network is subject to the Acceptable Use Agreement (see Appendix A). Briefly this means that the school’s network can be used only by staff, students and associated individuals (e.g. visiting teachers, parents) and only for, or in connection with the educational or administrative functions of the school.

• The Acceptable Use Agreement is intended to operate within and be consistent with existing school policies and procedures in areas such as:
  - Anti-bullying (including cyberbullying) and Anti-harassment
  - Student Wellbeing

• Responsibility and accountability for network security is the shared responsibility of all network users. It is the responsibility of staff and students to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the ICT coordinator as appropriate, immediately.

• All messages created, sent or retrieved on the school’s network are the property of the school, and should be considered public information. The school reserves the right to access and monitor all messages and files on the computer system as deemed necessary and appropriate. Internet messages are public communication and are not private. All communications including text and images can be disclosed to law enforcement and other third parties without prior consent from the sender.

• Independent student use of the internet on the school’s network will only be permitted where students and their parents/carers provide written acknowledgement that students agree to act in accordance with the standards of conduct established in this policy document and as set-out in the Acceptable Use Agreement.

• For breeches of the Acceptable Use Agreement students and staff can face a number of consequences depending on the severity of the breach and the context of the situation. More than one consequence may apply for a given offence. Serious or repeated offences will result in stronger penalties.

For students:
• Removal of network access privileges
• Removal of email privileges
• Removal of internet access privileges
• Removal of printing privileges
• Paying to replace damaged equipment
• Other consequences as outlined in the school’s discipline policy

For staff:
• Non-compliance will be regarded as a serious matter and appropriate action will be taken in accordance with the DEECD Acceptable Use Policies.

Other school policies which are connected with this policy are:
• The school’s anti-bullying (including cyberbullying) and Anti-harassment policy
• The school’s Student Engagement & Wellbeing Policy
SECTION 2: ICT POLICY

Rationale: Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others. The need to be conversant in ICT and to be able to control ICT to your own advantage has never been more important, and you will become increasingly vital in the lives of all people.

Aims:
Information and Communications Technology focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:
- Develop new thinking and learning skills that produce creative and innovative insights
- Develop more productive ways of working and solving problems individually and collaboratively
- Create information products that demonstrate their understanding of concepts, issues, relationships and processes
- Express themselves in contemporary and socially relevant ways
- Communicate locally and globally to solve problems and to share knowledge
- Understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

Implementation:
- The ICT domain is an essential component of the interdisciplinary Learning Domain of the VELS
- The ICT program will be based upon the learning focus standards contained in the VELS for prep to grade 2 and in conjunction with the DEA (Digital Excellence Awards) program for grades 3 to 6 which will be embedded in all subject areas.
- All teachers are required to work with their respective teams to contribute to the development and implementation of a viable Information Technologies program for all students, and to implement student needs based lessons using agreed planning templates and lesson structures.
- Student’s individual abilities must be measured at the commencement of each unit of work, and learning opportunities must be provided that cater for identified needs of each student.
- ICT activities that reflect the topics being studied at school, and are appropriate to each child’s ability, will form a regular component of literacy and numeracy lessons.
- Student progress in standards of the ICT curriculum will be reported on in half and end of year reports from grade 1 to grade 6.
- A staff member will be appointed to oversee the implementation of ICT across the school, and liaise with the assessment coordinator with the regards to monitoring the assessment components of ICT.
- Substantial budgets that provide for the needs of the ICT program, including the ICT lab, pods and professional development will be led by the ICT coordinator in consultation with all staff.
- All staff are responsible for logging any problems with ICT equipment and software using the JMS portal, including laptops, netbooks, desktops, iPads and Interactive Whiteboards.
- All staff and students are to ensure that all school ICT equipment is stored safely and correctly and is treated with respect.
- All staff and students are to follow the protocols set out in the ICT lab.
- The ICT coordinator will liaise with the Assistant Principal to develop the ICT lab timetable each year.

Policy Reviewed: March 2016
Ratified: April 2016 by School Council
Date of next review: April 2019 or earlier as required