



PETERSHAM PUBLIC SCHOOL

Appropriate Use of Information & Communication Technology Policy

Policy revised: December 2018

Review date: December 2019

Purpose

The purpose of this policy is to ensure that:

- School computer technology and Internet services are used by students, staff and community members in a safe, responsible and constructive manner.
- All students and staff are given equitable access to technology resources in a secure manner to enhance teaching and learning programs.
- Students, staff and parents have a clear understanding of the guidelines set out in this policy.

Guidelines for Use of Computer Technology and Internet Services

1) Appropriate Use of ICT Equipment and Code of Conduct

- a) Permission for students to use school ICT hardware and software resources and access internet is provided by parents on enrolment.
- b) It is the responsibility of all staff to comply with the appropriate use of ICT guidelines as outlined in school and Department of Education policy, and the Department of Education Code of Conduct.
- c) School ICT resources and Internet facilities must only be used by students and staff in an educational context for the purposes of teaching, learning and school related activities.
- d) Students and staff are to ensure computer configurations and settings are left as they are set and must not interfere with the files or digital work of any other user.
- e) Students must ensure that they do not take photographs or film other students or adults without the express permission of the supervising teacher and treat any footage in accordance with privacy and safety guidelines.
- f) Students, staff and community members must not post images or videos on social media without documented permission of students' parents/caregivers.
- g) All students and staff will be made aware of the benefits and risks involved with the use of ICT facilities and will also be made aware of the consequences that will be imposed in the event of misuse of these facilities.
- h) Students who infringe the guidelines in this document will have their access to ICT facilities suspended and may be subject to disciplinary action in accordance with the school's Student Welfare Policy.

2) Use of Internet, Email and Apps

- a) Students are only permitted to access internet applications and communication platforms on school premises with teacher permission and supervision. Students must take full responsibility for their own actions when online, and teacher instructions must be followed at all times.
- b) Students may access their email offsite after agreeing to abide by the DET Acceptable Usage Policy for students (i.e. by clicking 'I Agree' when entering the student portal).
- c) Students must use internet browsers, apps and communication platforms for educational and school related purposes only.
- d) All content downloaded or saved should be relevant to an area of study, and appropriate for reading and viewing by children.
- e) Students must request permission to print documents at school, and be responsible in their use of printing resources.
- f) Students will participate in lessons and discussions related to ethical issues, safety and appropriate conduct when online. Students' written material in email and web pages may be monitored by teachers.



PETERSHAM PUBLIC SCHOOL

g) Students and staff are responsible for ensuring they do not engage in any of the following activities online:

- *accessing or sending information not related to learning or school related activities;*
- *sharing their own or another person's personal information, home address or phone number;*
- *defaming, bullying or harassing another person in any way;*
- *independently publishing material on a web page on behalf of the school;*
- *communicating using offensive or inappropriate language;*
- *using another person's account or identity, or creating a false account or identity;*
- *illegal or profit making activities;*
- *accessing inappropriate sites or content.*

3) Safety and Privacy of Students, Staff and other Internet users

- a) All students and staff are to ensure their access password is kept secure at all times, is not shared with any other person and is changed regularly.
- b) Students will provide only their first name, school and email address when communicating via the Internet.
- c) In the instance that inappropriate language or content is accessed, students must immediately switch off the screen and report the occurrence to the supervising teachers. Appropriate reporting procedures must be followed by staff members.
- d) Students and staff should be aware that all use of Internet and online communication services can be audited, traced and monitored by designated DET personnel.

4) Legal Requirements and Copyright

- a) Using the Department of Education Internet, online and email systems to seek out, access or send any material of an offensive, obscene, threatening, abusive or defamatory nature may result in disciplinary or legal action.
- b) Copyright laws protect all printed information, pictures, photographs, music, software and podcasts. Students must always acknowledge the source of information when reproducing it for learning purposes and all current copy right provisions should be adhered to. Teachers are to explain students' obligations regarding copyright material found online and will encourage the use of original content and correct research skills.

Implementation of this Policy

- Teachers will discuss this policy with students to ensure they have a clear understanding of the guidelines and procedures.
- The community will be made aware of this policy through the school's website.



PETERSHAM PUBLIC SCHOOL

Appropriate Use of ICT and Internet Services Agreement

Student Name: _____

Class: _____

STUDENT AGREEMENT

I have read and/or discussed the **Petersham Public School Appropriate Use of ICT Policy** and agree to the following:

- 1) I will not look for, send or link to anything rude, scary or unkind.
- 2) I will tell a responsible adult if I see anything rude, scary or unkind.
- 3) I will tell a responsible adult about anything I receive, send or read that makes me feel uncomfortable.
- 4) I am responsible for my behaviour online. I will not share my passwords and I will not log into another person's account. I will tell my teacher if I think someone has used my account.
- 5) I know that the school and the NSW Department of Education can see **EVERYTHING** that I send or receive online or on school devices.
- 6) I will not enter my personal details online, unless instructed by a teacher. This includes my school, family name, address and phone number, and those details belonging to anybody else.
- 7) I will treat all devices and technology with care and respect, and use them appropriately to ensure they are not damaged.
- 8) I will not take photos of other students, staff or visitors at school without permission from my teacher and will not upload images of other people to the internet or social media.
- 9) I will lose my rights to use school devices and internet access if I break any of these rules.

Student Name (print): _____

Signature: _____

Date: _____