



ICT Policy, Internet Use Acceptance Use Agreement and Chromebook Safety Protocols

ICT Policy

RATIONALE

People design and use technologies to shape the world in which we live. Technologies increasingly enrich and impact on the lives of people, culture and society globally. Information and Communication Technology (ICT) is an important learning tool in schools. Students, who are digitally literate, use technology to access, understand, participate, evaluate and create content using digital media.

ICT is a domain in the Australian Curriculum and contains the dimensions of ICT for Technologies and society, technology contexts, creating designed solutions, digital systems, data and information, and creating digital solutions. ICT is used as a tool across the whole curriculum rather than a standalone subject.

Information and communication technology will be represented in two ways in the Victorian Curriculum. It will be detailed in the Design and Technologies and the Digital Technologies strand/subject of the Technologies curriculum and through the ICT general capability that applies across all learning areas.

It is important that ICT is used in a safe and responsible manner and that users are aware of the uncontrollable nature of the Internet and the need for students and staff to be well prepared for the challenges of using it.

PURPOSE OF THE POLICY

- Outline acceptable and unacceptable practices when using technology resources.
- Provide information to the community of school, parent, teacher and student responsibilities.
- Actively support access by students to a wide variety of tools and resources and to the safe, responsible and respectful use of it.

GUIDELINES FOR ACTION

Teaching of ICT

The ICT program at Narre Warren North PS is comprised of two components; the teaching of skills to use technology (Information and Communication Technology), and the practical application of those skills to aid teaching and learning (Digital Literacy) through our 1-1 Chromebook Program for grades 1 to 6. Preps share Chromebook.

1. Chromebooks are allocated to individual students and each child is responsible for their allocated device. New Chromebooks are allocated to each student once in their life at our school from Grade 1. Chromebooks are purchased from the school budget. These are the school's property and will remain at school.



2. Teachers and students are to follow the guidelines and protocols on how Chromebooks are used in the classroom to reduce the risk of damage (attached).
3. Students will be provided with regular use of Information and Communication Technology (ICT) where they will be taught the skills required for using technology as a learning tool. Students will apply the skills they learn through ICT to enhance their learning across other domains (Digital Literacy).
4. Teachers will explore and use a wide range of ICT tools to engage, enhance and develop student learning.
5. Professional development opportunities will be provided to up skill staff in the use of ICT tools to enhance student learning across the curriculum.
6. Students will be given access to a wide range of networked and online tools to enhance their learning. Tools will be chosen based on their terms of service, security and privacy.
7. Use of tools will be moderated at all times, as students are taught about safe and appropriate use of online technologies.
8. Tools may include emails, blogs, wikis, podcasts, video conferencing, presentation tools, mobile apps and online communities, in a moderated and monitored environment. This list will be ever-changing as the online world continues to evolve.
9. The Internet will be used as a communication tool between members of our school community, including parents. This includes the use of emails, mailing lists, classroom blogs, mobile apps and social networks, as appropriate.
10. The use of all tools will be approved and moderated by the ICT Coordinator, or delegate.

eSMART

Narre Warren North Primary School is accredited as an eSMART school, as run by the Alannah and Madeline Foundation.

eSMART accreditation will highlight our school's commitment to creating responsible and safe digital citizens.

Online Behaviour

1. Students and staff will be aware of the appropriate use of technology and the possible hazards, including cyber bullying, inappropriate online content, disclosure of personal information, the safe use of hardware and copyright infringement.
2. All staff as technology users are responsible for the ongoing monitoring of their own and students' technology usage, to ensure they are complying with the terms outlined in this policy, and those set by the DET (see link below).
3. All online activity will be directly supervised by staff and shall be for educational purposes only.



4. Users of technology will demonstrate our school values of Respect, Honesty, Responsibility, Persistence and Resilience at all times when working online.
5. Users of technology will be taught about and demonstrate integrity when working online, representing themselves truly and respecting the intellectual property of others at all times.
6. Users of technology will be taught about and act in accordance with privacy expectations, respecting the privacy and rights of others. Students may be identified by their first name, and with teacher approval, their photo and school when working online. This is to respect privacy but develop a positive online presence.
7. Inappropriate online behaviour, or failure to follow these guidelines, will result in discipline in accordance with the Acceptable Use Agreement.

Consequences are likely to include:

- Network access suspension for a given period of time
- Suspended Chromebook access
- A conversation in line with our restorative practices framework

Use of the School Network

1. The school will continue to invest in the creation and maintenance of a quality network.
2. Users of the network will respect the terms of use as a condition of access.
3. The network is intended for the backup and storage of students' school-related material. Students will be exposed to "cloud" based storage and the possibilities this creates for sharing work with others.
4. Any files that are not school related may be deleted at any time.
5. All users have a responsibility to maintain secure passwords and all due care must be taken to protect the privacy of their passwords.
6. Users should only access content they have permission to access.

Use of the Internet

1. The Internet is available for all students in Grades Prep to 6 to use throughout the school through the use of individual Chromebooks.
2. Use of the Internet via Chromebooks and other devices will be supervised by school staff.
3. While using the Internet, all students are expected to abide by the rules set out in the Internet Acceptable Use Agreement. Parents and students will sign this agreement annually before access is given to the use of a Chromebook or digital device.
4. Breaching these rules will result in appropriate consequences which may include:
 - Network access suspension for a given period of time
 - Suspended computer access



- A restorative conversation.

Use of the Chromebooks

1. Students will receive a Chromebook they are responsible for to use throughout their schooling and will take care to use these in a safe and responsible manner.
2. Teachers will educate students in the safe and responsible use of Chromebooks by following the guidelines and protocols attached.
3. The cost of any damage to a Chromebook, whether accidental or intentional, cannot be met by the school and is the responsibility of the parent of the child who accidentally damaged it or the child who accidentally or deliberately damaged someone else's Chromebook or did not follow the protocols.
4. Parents who choose to pay the minimal levy cost per annum will not need to pay for a chromebook replacement for that year if it has been accidentally damaged.

Student Responsibilities

Students will:

- sign annually and follow the Internet Acceptable Use Agreement and Chromebook protocols at all times
- return the signed Chromebook guidelines and protocols form and follow them whilst using the device at school
- not keep any unacceptable or inappropriate material on the network, or keep files that threaten the integrity of the network
- keep passwords secure and private and not attempt to discover anyone else's password
- not be involved in cyberbullying behaviour. Students will act in accordance with the Narre Warren North Primary School Bullying Policy at all times
- only access information they have permission to access
- not alter information in files belonging to other members of the school community
- not attempt to breach the security of the school's computing facilities.

Teacher Responsibilities

Teachers will:

- introduce or review the Internet Acceptable Use Agreement and Chromebook protocols at the beginning of each term
- explain to students their responsibilities as outlined in this policy
- inform Leadership if there is a breach of this policy
- teach students about acting safely and responsibly online
- respect the privacy and intellectual property of others
- encourage and teach students to be cyber-safe and report instances of cyber-bullying or unsafe online behaviour
- supervise the use of technology by students at all times, this includes use of the network and online tools
- use Sentral to collect data in regards to incidents of misuse and identify trends to improve student understandings

- only use the network for, or in connection with the educational or administrative functions of the school.



Parent Responsibilities

Parents will:

- read through the Internet Acceptable Use Agreement and Chromebook Protocols with their child, sign and return the relevant form. Once returned the child will have access to the Chromebook.
- discuss appropriate online behaviour with children at home to ensure safe practices are reinforced
- Cover the cost of the Chromebook if their child accidentally damages it (if they have not paid the levy) or deliberately or accidentally damages someone else's Chromebook

External Links- DET Safe Schools

<http://www.education.vic.gov.au/school/principals/infrastructure/Pages/acceptableuse.aspx>

DET Bullying Policy

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/prinprevent.aspx>

Cyber Smart Kids

<http://www.education.vic.gov.au/about/programs/bullystoppers/Pages/cyberbullying.aspx>

This policy shall be reviewed by the ICT Committee annually.

Updated: 17th July 2019

Ratified by School Council: 15th October 2019

NARRE WARREN NORTH PRIMARY SCHOOL
INTERNET ACCEPTABLE USE AGREEMENT (Grades P-6)



Narre Warren North PS uses technology, including the Internet and email, as a teaching and learning tool. Technology is seen as a valuable tool, but one which must be used responsibly. Whilst student usage of the Internet and email is monitored and supervised at school, with restrictions and filters in place, the uncontrolled nature of the Internet means that full protection from questionable content cannot be guaranteed.

Student Agreement

I agree to use the Internet and email at our school in a responsible manner for purposes stated by my teacher. If I find myself in unsuitable locations I will immediately click on the home or back button and inform my teacher.

When working on the Internet I will:

- Only work on the web for purposes specified by my teacher.
- Not give out information such as my surname, address, telephone number, email address or parents' work address/telephone number.
- Protect my password by keeping it private.
- Never send a person my picture without first checking with my teacher.
- Never send someone else's picture without asking them first.
- Not register my name on any websites unless specified by my teacher.
- Compose email messages using only language I understand is acceptable in my school.
- Be respectful in how I talk to and work with others online and never write or participate in online bullying. I understand that cyberbullying can be a criminal offence.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that and I will tell an adult.
- Use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student.
- Not use someone else's log in details or Chromebook.
- Never delete the browsing history.
- Remember that the content on the web is someone's property and ask my teacher to help me get permission if I want to use information or pictures.
- Think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer unless I state where the information came from).
- Not adjust the settings of any school equipment without teacher consent.
- Not bring or download unauthorised programs, including games, to the school network or run them on school computers.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- I will look after the equipment I use.
- Talk/email my teacher or another adult if:
 - I need help online.
 - I am not sure what I should be doing on the Internet.
 - I come across sites which are not suitable for our school.
 - Someone writes something I don't like, or makes me and/or my friends feel uncomfortable or asks me to provide information that I know is private.
 - I feel that the welfare of other students at the school is being threatened by online activities.

I have discussed this with an adult and understand that breaches of the rules may see me lose my Internet/email access rights for a period of time determined by my teacher or Principal. If I damage the equipment, even if accidentally, I understand I am responsible for covering the costs of any repairs or replacement of the device as outlined in our Internet Policy.



1:1 CHROMEBOOK SAFETY PROTOCOLS

Narre Warren North Primary School is committed to providing the best possible learning environment for all students. As part of this commitment we believe that in today's society it is necessary for students to have access to technology throughout the day.

Our school has provided each child with a Chromebook so that all students are able to access the internet as part of their learning at school. Chromebooks are allocated to individual students and each child is responsible for their allocated device. These are the school's property and will remain at school. The warranty of new Chromebooks does not cover accidental damage. The cost of any damage to a Chromebook, whether accidental or intentional, cannot be met by the school and is the responsibility of the parent of the child who accidentally damaged it or the child who deliberately or accidentally damaged someone else's Chromebook.

Below is an outline of protocols that will be used in our school to ensure that there is minimal damage to the Chromebook. These guidelines and protocols are to be read in conjunction with the ICT Policy and Internet Acceptable Use Agreement.

Responsibilities of students

- Water bottles are not on the table next to the Chromebook
- Food is not to be near the Chromebook
- The Chromebook is to stay on the table when it is being used or put where instructed by the teacher.
- The Chromebook is not to be used on the stable tables. Must be on the student's desk.
- The Chromebook is not to be used on the floor
- The Chromebook must be closed when walking around the room (closed screen)
- When moving between buildings, e.g. for streaming, the Chromebook is to be put in a bag (book bag from the beginning of the year) and carried across the body
- The Chromebook is to be carried with 2 hands close against the chest
- When putting the Chromebook away only 3-4 children are to line up to return these. Other students must wait at their tables
- Chromebooks must be put away at the end of lessons before specialist classes if not needed by the Specialist
- Students are not to plug in the charger cords unless they are selected monitors.
- Touch the keyboard carefully, not roughly
- Students must have clean hands before use
- Treat the Chromebook respectfully, not roughly, always using 2 hands to move or carry it
- The lid of the Chromebook is not to be slammed shut. 2 hands must be used
- Only the student who is responsible to use the Chromebook is to have access – they are not to be shared with a friend or used by someone else, except in Prep



- Let the teacher know if you see someone interfering with your Chromebook
- Follow and abide the ICT the Internet User Agreement, protocol and ICT Policy.

Responsibilities of teachers

- Check and monitor that the students are following their responsibilities for the use of the Chromebook
- Only monitors are to plug in the charger cords. Monitors are to be chosen carefully by the teacher
- If Chromebooks are on a trolley this is to be brought into the classroom so that accessing and putting Chromebooks away can be monitored
- If Chromebooks are in a storage room only one child at a time is to enter to put the Chromebook away
- Students are to be supervised when collecting or returning Chromebooks.
- Chromebooks are not to be shared except for the Preps where there is not 1:1 Chromebooks made available
- Chromebooks are not to leave the classroom without teacher supervision
- When a teacher is absent ensure that the CRT has access to this document
- The Chromebook is only to be taken to a Specialist when requested by the teacher.



Narre Warren North Primary School

ICT Policy, Internet Use Acceptance Use Agreement and Chromebook Safety Protocols

(Copy of the Policy is to be retained by the parent)

Please note: It is a requirement that this document is signed each year before students receive a Chromebook to use at school.

Parent and Student ICT Agreement :

We / I have read and agree to the conditions as outlined in the Narre Warren North PS ICT Policy

We / I have read and agree to the Internet Acceptable Use Agreement (Grades Prep – 6)

We / I have read and agree to adhering to the Chromebook Safety Protocols outlined in the ICT Policy.

We / I agree that if my child damages the Chromebook, accidentally (their own or someone else's or on purpose) I/we are responsible for the repairs or replacement to the Chromebook.

We/ I understand that if we/I pay the annual levy we/I will not need to pay for the cost of the chromebook if it is accidentally damaged.

Child's name: _____ **Grade:** _____

Parent Signature: _____ Date: _____

Student Signature: _____ Date: _____