

ICT POLICY

PURPOSE

Information and Communications Technology (ICT) is integral to student learning at Brandon Park Primary School. We use ICT to support and enhance student learning through the use of engaging learning programs and multimodal learning tasks. Developing skills to enable effective participation in today's rapidly developing online and multimedia society is important. ICT enhances learning by connecting students with knowledge and skills in and beyond the classroom. These technologies enable students to create and present their learning using a range of tools and mediums. Brandon Park Primary School provides an environment and culture that supports safe and ethical practices online, while working towards eliminating inappropriate behaviour online and on digital devices.

SCOPE

This policy applies to all students and staff at Brandon Park Primary School.

Student use of technology is governed by the Student eCode of Conduct, which is reviewed and agreed on at the beginning of the school year.

Staff use of technology is governed by the Department's *Acceptable Use Policy, Staff eCode of Conduct and Digital Technology policy*.

POLICY

School Statement

- Integrate ICT as an effective resource throughout the curriculum that serves to support and enhance student learning.
- Support students to be confident, analytical and critical in the use of Information and communications technology as digital citizens.
- Enhance student engagement by incorporating new technologies in teaching and learning
- Provide students with opportunities to express themselves in contemporary and socially relevant ways
- Support students in their understanding of Internet safety and acceptable behaviours in an online context.
- Promote online responsibility and 'Netiquette'.

	Action
1	Information Technologies are integrated across the curriculum and are based on the relevant curriculum standards
2	Professional Development equips staff to effectively implement student learning programs utilising ICT.
3	The technology remains current in accordance with student learning needs and departmental guidelines.
4	Each student is supported to confidently and responsibly use ICT through a differentiated curriculum.
5	The PLC Leaders lead and review the ICT program which has been researched by the ICT committee.
6	Students at BPPS annually complete an “Acceptable use agreement for Internet and Digital Technologies” or Student Code of Conduct.
7	Regular information sessions are held for parents and students to promote the safe use of the Internet (addressing issues such as cyber surfing, bullying and chat rooms)

REVIEW CYCLE

This policy was last updated in December 2018 and is scheduled for review in 2020.

DIGITAL TECHNOLOGIES (INTERNET, SOCIAL MEDIA AND DIGITAL DEVICES)

PURPOSE

To ensure that all students and members of our school community understand:

- (a) our commitment to providing students with the opportunity to benefit from digital technologies to support and enhance learning and development at school through weekly ICT lessons, class iPads and staff PD
- (b) expected student behaviour when using digital technologies including the internet, social media, and digital devices (including computers, laptops, tablets)
- (c) the school's commitment to promoting safe, responsible and discerning use of digital technologies, and educating students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and digital technologies
- (d) our school's policies and procedures for responding to inappropriate student behaviour on digital technologies and the internet

SCOPE

This policy applies to all students at Brandon Park Primary School.

Staff use of technology is governed by the Department's *Acceptable Use Policy*, Codes of Conduct for the staff and students, as well as following recommendations from the school's ICT committee and ICT technician.

DEFINITIONS

For the purpose of this policy, "digital technologies" are defined as being any networks, systems, software or hardware including electronic devices and applications which allow a user to access, receive, view, record, store, communicate, copy or send any information such as text, images, audio, or video.

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Vision for digital technology at our school

Brandon Park Primary School understands that digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

Brandon Park Primary School believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and inter-connected world. Our school's vision is to empower students to use digital technologies to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

Safe and appropriate use of digital technologies

Digital technology, if not used appropriately, may present risks to users' safety or wellbeing. At Brandon Park Primary School, we are committed to educating all students to be safe, responsible and discerning in the use of digital technologies, equipping them with skills and knowledge to navigate the digital age.

At Brandon Park Primary School, we:

- use online sites and digital tools that support students' learning, and focus our use of digital technologies on being learning-centred
- restrict the use of digital technologies in the classroom to specific uses with targeted educational or developmental aims
- supervise and support students using digital technologies in the classroom
- effectively and responsively address any issues or incidents that have the potential to impact on the wellbeing of our students
- have programs in place to educate our students to be promoting safe, responsible and discerning use of digital technologies
- educate our students about digital issues such as online privacy, intellectual property and copyright, and the importance of maintaining their own privacy online
- actively educate and remind students of our *Student Engagement* policy that outlines our School's values and expected student behaviour, including online behaviours
- have an Acceptable Use Agreement outlining the expectations of students when using digital technology at school
- use clear protocols and procedures to protect students working in online spaces, which includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity
- educate our students on appropriate responses to any dangers or threats to wellbeing that they may encounter when using the internet and other digital technologies
- provide a filtered internet service to block access to inappropriate content
- refer suspected illegal online acts to the relevant law enforcement authority for investigation
- support parents and carers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home through regular updates in our newsletter and annual information sheets.

Distribution of school owned devices to students and personal student use of digital technologies at school will only be permitted where students and their parents/carers have completed a signed Acceptable Use Agreement.

It is the responsibility of all students to protect their own password and not divulge it to another person. If a student or staff member knows or suspects an account has been used by another person, the account holder must notify their class teacher or Year Level Coordinator, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

Student behavioural expectations

When using digital technologies, students are expected to behave in a way that is consistent with Brandon Park Primary School's *Statement of Values, Student Wellbeing and Engagement* policy, and *Bullying Prevention* policy.

When a student acts in breach of the behaviour standards of our school community (including cyberbullying, using digital technologies to harass, threaten or intimidate, or viewing/posting/sharing of inappropriate or unlawful content), Brandon Park Primary School will institute a staged response, consistent with our policies and the Department's *Student Engagement and Inclusion Guidelines*.

Breaches of this policy by students can result in a number of consequences which will depend on the severity of the breach and the context of the situation. This includes:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- other consequences as outlined in the school's *Student Wellbeing and Engagement* and *Bullying Prevention* policies.

REVIEW CYCLE

This policy was last updated in December 2018 and is scheduled for review in 2020

ANNEXURE A: ACCEPTABLE USE AGREEMENT

Student eSmart Code of Conduct

Brandon Park Primary School recognises the importance of using a variety of technological devices* in preparing children for the world around them and believes they are a vital part of the curriculum. We want children to be confident and safe when using this technology. We believe that explicitly teaching students about safe and responsible online behaviours is essential, and is best taught in partnership with parents/guardians.

* Technological devices include all PCs, laptops, iPads, iPhones, DSs, cameras, xBox online, etc.

I AM eSAFE

- ☺ I will use only my first name when communicating with other people
- ☺ I will not give out my, or anyone else's, address or phone number
- ☺ I will tell my teacher if I find any information that makes me feel worried or uncomfortable
- ☺ I will not meet communicate online with people I don't know in the real world
- ☺ I will keep my passwords private
- ☺ Only use photos for school work
- ☺ I will not share images of people
- ☺ I will always log off and plug the laptop in to charge

I AM eRESPECTFUL

- ☺ I will only use technology as directed
- ☺ I will care and look after all devices and technology used
- ☺ I will not eat or drink when using technology
- ☺ I will make sure that messages I send are respectful
- ☺ I will not download or install apps on any technological devices
- ☺ I will tell my teacher if I accidentally drag and drop a folder into another folder

I AM AN eLEARNER

- ☺ I agree to follow all teacher instructions
- ☺ When using the Internet, I will only search for information as directed
- ☺ I will only submit my own work
- ☺ I leave all devices at home unless I have permission to bring them to school
- ☺ I will only open files that I have permission to open
- ☺ I will save files with appropriate names in the correct place

I understand that if I choose not to follow any of the above rules it may cause me to lose the privilege of using technology for a period of time.

Staff Code of Conduct

Brandon Park Primary School recognises the importance of using a variety of technological devices* in preparing children for the world around them and believes they are a vital part of the curriculum. We want children to be confident and safe when using this technology. As such, we must understand and demonstrate how to be safe and responsible whilst using technology.

* Technological devices include all PCs, laptops, iPads, iPhones, DSs, cameras, online games, etc.

I AM eSAFE

- ☺ I will not upload or discuss confidential details of my work.
- ☺ I will not give out details of students or staff members.
- ☺ I will not communicate online with students.
- ☺ I will keep my passwords to school accounts private.
- ☺ Only use photos of the school and students for school work.
- ☺ I will not share images of students.
- ☺ I will take care of the department's devices.

I AM eRESPECTFUL

- ☺ I will instruct students on the proper way to care for school devices.
- ☺ I will ensure students are not eating or drinking when using technology.
- ☺ I will make sure that I only use the school internet to search for appropriate content.

I AM AN eLEARNER

- ☺ When using internet or social media, I will stay up to date with any changes to the site.
- ☺ I will submit my work on time and in full.
- ☺ I will keep my phone close by but not use it during teaching time.
- ☺ I will save files with appropriate names in the correct place.

I understand that if I choose not to follow any of the above rules it may cause me to lose the privilege of using technology for a period of time.

Social Media Policy

PURPOSE

All those who are part of the Brandon Park Primary School Community, students, parents, teachers and non-teaching staff, have the right to benefit from the opportunities that exist from being members of our community. They should all behave within and outside of the School in such a manner that the image of the School is not negatively affected or brought into disrepute.

BPPS accepts and supports the use of Social Media, as either an effective business and/or social tool; and that such media is commonly used by the community to express their views and comments, on a whole range of issues.

POLICY

Brandon Park expects those who are a part of our community, when using Social Media platforms, to show courtesy and respect to others, including those within the community.

Social Media should not be used to abuse others, expose them to offensive or inappropriate content or to denigrate or show disrespect for our school.

The purpose of this policy is to set standards of behaviour for the use of Social Media that are consistent with the broader values and expectations of our community.

Definitions

Social Media –Social media is online media designed to allow information to be shared, disseminated and created using highly accessible and scalable publishing techniques. Social media services include, but are not limited to:

- social and professional networking sites (e.g. Facebook, LinkedIn), including official and unofficial pages on social and professional networking sites that are set up by individuals, groups, clubs and societies
- geo-spatial tagging sites (e.g. FourSquare)
- blogs, including corporate blogs and personal blogs
- micro-blogging sites (e.g. Twitter)
- video and photo sharing sites (e.g. Snapchat, Instagram, YouTube, Tumblr, Pinterest)
- blogs hosted by media outlets (e.g. 'comments' or 'your say' feature on theage.com.au)
- wikis and online collaborations (e.g. Wikipedia)
- forums, discussion boards and groups (e.g. Google groups, Whirlpool)
- vodcasting and podcasting sites
- online multiplayer gaming platforms (e.g. World of Warcraft, Second Life)
- instant messaging (including SMS, Messenger, WeChat)

These Procedures cover future social media systems, and access to social media by any means, including via computer, tablet, mobile phone, handheld or wearable device.

SCOPE

This policy applies to our School Community - Brandon Park Primary School staff, students and parents.

Rights and Responsibilities

The School Community is expected to show respect to others, including members of the School Community. Members of the School community are also expected to give due respect to the reputation and good name of the School. The school acknowledges the rights of everyone to use social media and are therefore responsible for the digital footprint they leave.

When using Social Media, our community is expected to ensure that they:

- Respect the rights and confidentiality of others.
- Do not impersonate or falsely represent another person
- Do not bully, intimidate, harass or threaten others
- Do not make defamatory comments
- Do not use obscene or offensive language towards others
- Do not post or share content that is hateful, threatening, pornographic or incites violence against others
- Do not harm the reputation and good standing of BPPS or those within its community
- Do not use excessive criticism to portray a person as socially, mentally, physically or intellectually inferior as a prohibited behaviour

Breach of this Policy

A breach of this policy may also involve a breach of other BPPS policies such as:

- Information, Communication and Technology Policy
- Student Code of Conduct
- Student Engagement and Well Being Policy
- Parent Code of Conduct.
- Any breach of this policy will be considered by the Principal or their delegate and will be dealt with on a case by case basis.
- All reports of cyber bullying and other technology misuses will be investigated and may result in a notification to Police where the School is legally obliged to do so.
- Sanctions may include, but are not limited to, the loss of computer privileges, suspension, or expulsion from the School.
- Students must be aware that in certain circumstances where a crime has been committed, they may be subjected to a criminal investigation by police over which the School will have no control.

Evaluation

This policy will be evaluated on a regular basis.

This policy was last ratified by School Council in December 2018.