



CAULFIELD PRIMARY SCHOOL
INFORMATION AND COMMUNICATION
TECHNOLOGIES (ICT) POLICY
POLICY NO. 3.11

Rationale:

The use of Information and Communication Technologies (ICT) is the fastest growing area in education and our students need to be competent in ICT usage to participate fully in contemporary society. Caulfield Primary School also recognises that knowledge of responsible use of ICT is essential for members of our society and for our students as future employees.

Policy statement:

Caulfield Primary School provides students with up to date access to a range of ICTs, including opportunities to utilise online and networked technologies. In providing students with access to ICTs, CPS will

- give students the opportunity to engage in learning using up-to-date technologies.
- provide resources for educational purposes such as classroom related learning activities, communication and research.
- Provide the opportunity for students to acquire practical and transferable skills through competent use of ICT.
- provide appropriate physical and financial resources to enable safe, educationally relevant access to a range of ICTs, including the Internet, for staff and students

Implementation:

Individual users of Caulfield Primary School computer networks are responsible for their own behaviour online and in communications over those networks. Users will comply with the Caulfield Primary School Respect and Responsibility policy (no. 3.10) and will honour any acceptable use agreements they have signed. General school rules for student behaviour, conduct and standards of communications will apply.

Caulfield Primary School, including school teachers, staff, school council and Parents and Friends Club will:

- actively support the professional development of all staff in the inclusion of ICT into the curriculum
- comply with AusVELS to provide the learning focus, curriculum and standards for ICT use
- ensure that information published on the Internet by students or the school under Caulfield Primary School name meets legal requirements and standards of general practice within the community in relation to copyright, safety and privacy
- obtain written consent from parents or guardians before any child's photograph, written work or video footage is published on the Internet. This consent will be collected at the time of the child's enrolment at Caulfield Primary School and will remain until the child leaves the school or the permission is revoked in writing by a parent or guardian.

Caulfield Primary School staff will:

- incorporate appropriate use of ICTs throughout the curriculum
- provide guidance and instruction to students in the practical and responsible use of such resources.
- take into account the varied instructional needs, learning styles, abilities and developmental levels of students in enabling them to access information using ICTs
- assume responsibility to be lawful, ethical and efficient in their official and private use of ICTs, including social media and exercise control over release of personal information of themselves and their students.
- ensure that communication through internet and online communication services is related to learning.

Caulfield Primary School students will:

- sign the ICT Acceptable Use Agreement before being given access to ICTs
- immediately report any unacceptable behaviour online to their class teacher and/or Principal.
- respect all virus protection, spam and filtering devices that have been applied to school equipment
- keep passwords confidential, and change them when prompted, or when known by another user
- never allow others to use their personal e-learning account
- log off at the end of each session to ensure that nobody else can use their e-learning account
- promptly tell their teacher if they suspect they have received a computer virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.

- never publish or disclose any personal information including names, addresses, photographs, email addresses, credit card details or telephone numbers of themselves or others without a responsible adult's explicit permission.

Parents and guardians are requested to support the school's policy on responsible ICT use when their children are using such technology outside school.

References:

<http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm>

Date of approval: 2016	Date of review: 2019
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