INFORMATION AND COMMUNICATION TECHNOLOGIES (ICT) ACCEPTABLE USE POLICY

Cambridge Primary School
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Purpose:

To develop responsible 21st century digital citizens by ensuring access and connectivity and optimising learning by using the technological environment to deliver flexible options. This will be done through:

- Constant development and introduction of relevant and up to date software and hardware across the curriculum and school
- Provide opportunities for students, staff and parents to develop their skills and knowledge in the use of various technologies
- Provide safe, filtered access to the Internet
- Provide on-call service for teachers and students who have any ICT issues during school hours. These are to be logged by the classroom teacher via the ICT Helpdesk.

Aim:

I. Internet use and behaviour

- Internet is provided to all Victorian Government schools via DET's VicSmart network, which includes web filtering, monitoring and restricted access. Inappropriate websites are automatically blocked state-wide, however schools have discretion to blacklist/whitelist domains on an individual basis.
    - Requests to whitelist blocked domains need to be made through the Principal
- Use of Internet is subject to signing of the ICT User Agreement.
- Use of Internet for students stipulates compliance with the following rules:
    - Internet is to be used only for purposes specified by the teacher or adult in charge
    - Personal information of any kind such as surnames, addresses and telephone numbers must not be given out online
    - Emails and pictures must not be sent to people online without first checking with the teacher
    - Any communication sent on the Internet must follow the Student Wellbeing & Engagement Policy and Guidelines. Any unpleasant, unknown or uncomfortable information received must be reported to a teacher /parent/carer at once
    - The Internet must not be used to frighten, annoy, harass or offend another person.
- The following are NOT permitted:
    - Intentional waste of resources
    - Attempts to publish or download any material that is illegal, tasteless, drug-related, pornographic, of a violent nature, contains explicit language, or contains information on hacking or other subjects which may be detrimental to the school
    - Changing settings, using other people's passwords and file trespass
    - Cyberbullying
    - Damage of equipment, software and network.
    - Apps with open chat facilities

II. Equipment guidelines for use

- Students are encouraged to participate in the schools Bring Your Own Device (BYOD) program:
    - Apple iPad (minimum iPad 7th Gen, iPad Air 3rd Gen, or iPad Pro 3rd Gen, with 64GB storage recommended)
    - Purchasing via a retailer of own choosing, or via a retailers online portal that the school has partnered with.

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- Any ICT equipment must be used lawfully with regard to other people and the workspace, and the up-most care taken to prevent damages.
- Use of ICT equipment is subject to the signed ICT User Agreement.

Implementation:

I. Via teachers

- The guidelines outlined in this document will be communicated to the students via teachers.
- Teachers will play an active role in monitoring and directing student's Internet/ICT device use.
- Teachers will familiarise themselves with the ICT technologies being currently utilized.

II. Via students

- Students will adhere to the guidelines for Internet use and behaviour, and sign the ICT User Agreement each year.

III. Via parents

- Parents will ensure that their child is utilizing the Internet and/or their ICT device in line with the school guidelines.
- Active involvement in their child's online learning in order to help them effectively use the Internet and/or IT device.
- Parents will play an active role in monitoring and directing student's Internet/ICT device use.
- Sign the User Agreement each year.

Consequences for misuse:

- An initial warning for infraction
- Device removed from student use in the classroom
- Students who continue to misuse the internet may be removed from the school network for a period determined by a member of leadership in the school (Principal class, Learning Specialist or Leading Teacher).
- Students may be immediately removed from the network if:
  - They have a VPN present on their iPad
  - Investigation into a more serious breach is required, as determined by a member of leadership
  - The severity of the incident is determined sufficient by a member of leadership
- If for any reason a member of staff feels that a BYO iPad needs to be confiscated beyond the end of the school day, the Assistant Principal for that sub school, or another AP in their absence, must be contacted and a phone call needs to be made to the parents for them to agree to the confiscation.

Evaluation:

This policy will be reviewed annually.

Ratification Date	Review Date	Policy Number	Version Number	Date Produced
2021	2022	12	5	March 1999

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