Sandy Creek Primary School

ICT Policy

	Current as of: **May 2015** **To be Reviewed:** **May 2019**
Core Beliefs	As part of the integration of Information Technology into the classroom, Sandy Creek Primary School has Internet access and publishing in its learning curriculum. Parents/Carers may be concerned about a range of issues that Internet access will open up, in particular: • the types of information to which their children will have access • the manner in which access will be controlled • the publishing of images and personal details Sandy Creek Primary School provides access to various computer resources and the Internet. These resources are available to enhance the learning process in a supportive school environment and to achieve quality learning outcomes for our students. The school encourages students to become familiar with the use of Information Technology. The school has endeavoured to ensure that all students' work can be saved, stored, and accessed in a secure manner. It is expected that all students will respect the right of other students to use the network resources.
Acceptable use of Equipment	*It is expected that all students will respect that the Information Technology Equipment with which they have been provided, and realise that using this equipment is a privilege, not a right. This privilege can be withdrawn if necessary.* • Log in using your own appropriate ID if personal log in is required. It is never acceptable to use someone else's ID. • Use computers for the purpose directed by the teacher in charge. Students are not to play games or use any other software unless the teacher has given specific permission for this. • Do not tamper with the computer system. It is unacceptable to seek access to restricted areas of the computer network. • Do not bring flash drives into classrooms unless specific permission is given by the teacher in charge of the activity. • Do not swap around any equipment. That is, no changing of keyboards, mice or other equipment from one computer to another. • Report all equipment faults to your teacher immediately. • Computers are not to be used unless permission has been given by a teacher and/or under teacher supervision.
Passwords	• Keep your password secret. If you suspect that someone may know your password it is advisable to change it • It is unacceptable to gain, or to attempt to gain, another person's password or personal information. • When a student has been allocated a password, it is the student's responsibility to remember that password. If a student forgets their password, he/she is to report to the school Administrator to have it changed.
Internet Access	• Use of the Internet by students at Sandy Creek Primary School will be for educational purposes only. • Access to the Internet will be used for activities, research, project and learning activities directly related to the curriculum. • Students and their parents will be asked to sign an Agreement on Internet

	usage prior to the student being allowed access to the Internet. This agreement will aim to ensure that parents and students are aware of their responsibilities with regard to appropriate use of the Internet. • Student access to the Internet will be supervised to ensure that it is being used appropriately, and to prevent students from accessing inappropriate materials. Where possible, technological solutions will be used to ensure that student access is limited to relevant materials. • Through teachers providing appropriate instruction, students will learn to download files that relate directly to their learning. Safety measures such as virus scanning, downloading to flash drives etc will be taught.
Email	• All electronic messages such as e-mail will meet acceptable standards. • Personal information such as student's full names, home addresses and home telephone numbers will not be sent by e-mail unless parents have given their specific approval to do so. • E-mail will be used only as a means of exchanging information. In sending e-mails, students will always remember that they are representing themselves and the school • In a public forum. E-mail messages will not offend others and will respect the rights and feelings of others.
Publishing on the Internet	• All materials published on the Internet by Sandy Creek Primary will be used to present relevant information about the school that is of use to other schools and the wider community. • No images portraying students of Sandy Creek Primary School will be published or transmitted on the Internet unless the parents of students portrayed in that image have given their consent. Safety measures such as the use of low resolution images and 'long shots' will be used as a matter of course when student images are used. • No article, artwork or image will be published by Sandy Creek Primary School or its students without an acknowledgment of the original author / creator. Sandy Creek Primary School will abide by all copyright requirements in this regard.
Implementation of the Policy	Students will sign a Computer and Internet Use Code of Conduct form which will be counter-signed by their parents. On completion of the signed form, the student will be granted permission (and access) to the internet via the school's server. Inappropriate use of Internet services will result in the user's permission and access being revoked for a period of time as determined by the teacher, or, where technology permits, limitations on the Internet services the student is able to access.
User Security	All internet use within a school is secured through DECD's filtering services. Usage by any user that contravenes the filtering set-up is reported to the school administrator. This can include inappropriate material in emails or access to inappropriate sites.