Sandy Creek Primary School

ICT Policy

Current as of:	**February 2018**
To be Reviewed:	**February 2021**

Core Beliefs	'It is important to both protect and teach children, students and adults, while they learn to use ICTs and become responsible digital citizens. This includes adults thinking ahead of new risks and children and students learn how to avoid exposure to inappropriate material or activities, and protecting themselves when they are online. They need to learn how to use ICTs, including mobile technologies and social networking sites, in responsible and ethical ways. In addition, they need to feel confident about alerting the adults in their lives when they are feeling unsafe, threatened, bullied or exposed to inappropriate events. In response, these adults need to take appropriate actions to protect the child or young person.' (DECD Cyber-Safety Guidelines)
Access and Security	- Cyber-safety Use Agreements are in place for all children and students. The age-appropriate agreements are agreed to and signed by the student and his/her parents. - Children and students must use the Internet in a safe and considerate manner. - Children and students must follow the copyright and licensing laws with respect to software, information and other material retrieved from or published on the Internet. - Sandy Creek Primary School ensures that children, students and staff are aware of the importance of ICT security and safety, and how to properly react and deal with ICT security incidents and weaknesses. - Sandy Creek Primary School Principal will report to SAPOL if cyber behaviour is suspected to be an e-crime. The principal will also complete a Critical Incident online via IRMS. - Educators will make a mandatory notification to the Child Abuse Report Line (13 1478) if they suspect child abuse and neglect.
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. - 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. - Students will be taught cyber-safety as part of their education.
Email	**All Users** of DECD ICT facilities will use email in an appropriate and professional

	manner as per the DECD Standard – Electronic Mail Access and Use. • 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. • 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 when student images are used. • Articles, artwork or images published by Sandy Creek Primary School or its students will include an acknowledgment of the original author / creator. Sandy Creek Primary School will abide by all copyright requirements in this regard.
Implementation of the Policy	Staff will sign an Acceptable Use Agreement and 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.