



Communities Online – Acceptable Use and Management of ICT

School Procedures:	ICT Management Acceptable Use of ICT iPad and Notebook Guidelines
Year of publication:	2014
Last reviewed:	
Related Policies:	Weetangera School Mobile Devices Policy

1. Policy Statement

1.1. The Internet and other Information and Communication Technology (ICT) resources constitute a critical component of the teaching, learning and administrative functions of Weetangera School.

1.3. It is the duty of Weetangera School to ensure that all staff are aware of their responsibilities under this policy.

1.6. To ensure continued access to reliable and robust ICT services, Weetangera School will take responsibility for managing ICT assets in line with the procedures attached to this policy.

1.7. All users should have a secure password that aligns with requirements. Secure access to critical business systems should only be granted to key staff. The creation of generic passwords and sharing of passwords is not permitted.

1.8. The use of data and information at Weetangera School is becoming more important, in relation to legal requirements, assessment, school improvement and productivity. To ensure that data is managed appropriately, Weetangera School will make themselves familiar with relevant Records Management, Privacy and Security policies. 1.1. The Education and Training Directorate (the Directorate) is committed to the use of Information and Communication Technology (ICT) in ACT public schools.

1.9 Students will use ICT in a variety of ways including class work, homework, projects and assignments; as well as collaboration and communication with others.

1.10 Effective use of ICT allows Weetangera School to strengthen communication with parents and carers, and streamline administrative processes.

1.11 Prior to accessing the resources provided by Weetangera School, students and parents are required to read this policy (as well as any attached documents) and, where applicable sign an Acceptable Usage Statement.

1.12 Weetangera School reserves the right to revoke, suspend or terminate the access permissions of any user at any time, with or without notice.

1.13 Users should be aware that usage data will be logged, maintained, backed-up, archived and monitored for computing activities accessing ACT Government networks and resources. This includes workstations, laptops, servers, printers, network connected devices, and personal electronic devices including (but not limited to) smart phones and tablets.

1.8. Whilst the Directorate provides filtering that will minimise inadvertent access to inappropriate content on the internet, it is not possible to guarantee that students will not be exposed to inappropriate content at school. Students who seek to deliberately circumvent these filters will be considered to be in breach of this policy and will be sanctioned accordingly.

2. Rationale

At Weetangera School we have invested considerable amounts of funding and resources into providing students with the best possible tools to assist in their learning. This has included the purchase of sets of lap tops and iPads, as well as interactive whiteboards in every learning area. To ensure that these resources are properly cared for and used in a responsible manner we have come up with several procedures to follow when using the mobile ICT devices.

All students are entitled to develop the skills to successfully use various ICT devices as a part of their education, in safe and secure environment. The use of ICT devices comes with considerable amount of responsibility that will be shared with staff, students and parents.

This policy outlines:

- the roles and responsibilities taken on by staff in ICT support roles;
- support models;
- communication and consultation processes;
- escalation processes and complaints management; and
- acceptable usage by students and parents of ICT resources provided by Weetangera School.

3. Definitions

3.1 **ICT resources** refers to the hardware, software, services and content and services provided by, or facilitated through Weetangera School.

3.2 **ICT Coordinator** refers to a member/s of the teaching staff (delegated by the principal) that is responsible for the pedagogical leadership and strategic management of ICT at Weetangera School.

3.3 **Information Technology Officer (ITO)**: a non-teaching staff member responsible for the support and maintenance of ICT at Weetangera School.

3.4 A **parent** is a person with legal parental responsibility for the student. This includes carers and legal guardians.

3.5 **PEDs or Personal Electronic Devices** refers to (but is not limited to) workstations, laptops, tablet devices and smart phones.

3.6 **Peripheral Device**: An item that can be connected to a computer, such as a printer or scanner.

3.7 **Student(s)** includes all those enrolled in years P-6.

3.8 **Third Party Web Services** refers to external web services used in an educational capacity that are not hosted within the Directorate's environment.

3.9 **Users** refers to students, parents, guardians and community members that access the Weetangera's ICT resources.

4. **Legislation**

- 4.1. The Education Act 2004 (ACT) allows for the exclusion of students from school activities if their actions compromise the good name of the school or the safety or wellbeing of other students. This includes online activities.
- 4.2. The Copyright Act 1968 (Cwlth) defines the acceptable use of copyright material.
- 4.3. The *Education Act 2004* and the *Education (Participation) Amendment Act 2009* states that all students have the right to receive a high quality education. The provision of quality ICT resources is crucial to ensuring access and promoting innovation. This policy and related procedures provide schools with a framework for providing and maintaining quality ICT resources for teaching and learning.

5. **Procedures**

- 5.1. Prior to accessing Weetangera School's ICT resources, students and parents are required to read this policy and the *Acceptable Use of ICT Guidelines* and then sign an Acceptable Usage Statement.

6 **Management of Equipment**

6.1 **Notebooks/Laptops**

6.1.1 **Eligibility for use-** Students may use the notebooks under the supervision of teachers (permanent or contract only).

6.1.2 **Booking-** Use the booking folders located on top of the cabinets that store the Notebooks/Laptops. If a teacher wishes to book them in advance write the class name in the time table.

6.1.4 **Transportation-** When transporting Notebooks/Laptops students must be supervised by a teacher. Please ensure students are carrying no more than three notebooks to reduce damages that can be caused by dropping them. Remind students to be careful and to slow down when transporting the equipment.

6.1.5 **Supervision during use-** Teachers are required to roam and monitor what students are doing with the notebooks, especially when searching the internet using search engines.

6.1.6 **Returning-** when returning notebooks/Laptops please be mindful of the learning happening in classrooms and ensure all notebooks/laptops are plugged in and charging. Lock the cabinet to ensure the safety of the devices.

6.1.7 **Faults-** Any laptop/notebook experiencing problems, please email the ITO, with the word INCA in the subject box. The asset number and description of problem needs to be outlined.

6.2 **iPads**

6.2.1 **Booking-** Use the booking folders located on top of the cabinets that store the iPads. If a teacher wishes to book them in advance write the class name in the timetable.

6.2.2 **Transportation-** When transporting iPads students must be supervised by a teacher. Please ensure students are carrying no more than three iPads to reduce damages that can be caused by dropping them. Remind students to be careful and to slow down when transporting the equipment.

6.2.3 **Returning-**Ensure charging and locked.

6.2.4 App request procedure- If you wish for an app to be uploaded onto the iPads, please email ICT Coordinator or Deputy Principal with APP REQUEST in the subject box. Please provide a description of how it links to your curriculum, pedagogy and assessment.

6.3 Staff computers

6.3.1 Usage- Due to the sensitive nature of some of the data stored on Weetangera School's Drives, students are not permitted to use staff logons.

6.3.2 **Faults** Any laptop/iPad experiencing problems, please email the ITO, with the word INCA in the subject box. The asset number and description of problem needs to be outlined.

6.4 Complaints- Where there are concerns regarding the application of this procedure or the procedure itself, people should:

- contact Weetangera School's Principal in the first instance;
- contact the Directorate's Community Liaison section; or
- access the Directorate's Complaints Resolution policy, which is available on the [Directorate's website](#).



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Acceptable Use of ICT Statement – Parents /or Guardians

ACT Education and Training Directorate (ACTETD) public schools operate within various policy guidelines that support the rights and expectations of every member of the school community to engage in and promote a safe and inclusive educational environment. This environment includes (but is not limited to) the ACTETD’s computer network; Personal Electronic Devices (PEDs) that connect to its networks; online applications hosted within the ACTETD’s secure environment (e.g. Digital Backpack, Oliver) as well as online and/or cloud environments outside of the ACTETD’s secure online environment.

According to the Melbourne Declaration on the Educational Goals for Young Australians (MCEECDYA, 2008)¹: “in a digital age, and with rapid and continuing changes in the ways that people share, use, develop and communicate with ICT, young people need to be highly skilled in its use.” The ACTETD recognises the need for students to engage with ICT resources and that the safe and responsible use of these technologies – including online behaviour – is best taught in partnership with parents and/or guardians.

To ensure the security of the network and users, the ACTETD may authorise access to user logs in the event that there is a potential breach of the conditions of this policy, which may pose a threat to:

- System security
- Privacy of staff and students
- Privacy of others
- Legal liability of the ACT Government
- Student welfare

Weetangera School has invested in a variety of ICT devices, including a range of laptops, desktop computers and iPads for students use at school. As a result personal devices will be required for the learning program to take place

By signing this statement, you acknowledge the procedures and guidelines outlined in the Communities Online: Acceptable Use of ICT– Parents and Students Policy and agree to your child accessing ICT resources in ACT schools.

¹ http://www.mceecdya.edu.au/verve/resources/national_declaration_on_the_educational_goals_for_young_australians.pdf

Acceptable Use of ICT Statement - Parent and/or Guardian Consent

I have read and understand the *Communities Online: Acceptable Use of ICT– Parents and Students Policy* and its associated procedural documents: *Acceptable Use of ICT Guidelines* and *Use of Third Party Web Based Educational Services Guidelines*. I understand the need for my child to be a safe and responsible user of ICT resources – including the use of PEDs, and support the ACTETD in the implementation of the policy guidelines as outlined in the *Communities Online: Acceptable Use of ICT Resources Policy*. I have discussed this information with my child.

I agree to my child having access to (please circle):

School computers, iPads, local applications, and network drives	Yes	No
Internet	Yes	No

Name of child (printed):



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Primary School Acceptable Use of ICT Code of Practice for Students

When using ICT resources at Weetangera School (including the student network, internet, email, Digital Backpack, laptops, IWBs etc):

- I will use school computers only with the permission of a teacher.
- I will follow all instructions from teachers when using school computers.
- I will not let anyone else know my passwords or usernames.
- I know that I am responsible for anything that happens when my account is used.
- I know that the school and the Education and Training Directorate receives information about anything that I send or receive.
- I will tell my teacher if I think someone has gained access to my account.
- I will make sure any email I send or any work that I wish to have published is polite and carefully written and presented.
- I will respect other students' work and ensure appropriate feedback about individual responses.
- I will not read other people's emails.
- I will not tell anyone my address or telephone number or the address or telephone number of anyone else or send photographs of myself or others.
- I will use material from other websites only if I have permission to do so.
- If I use material in my work that I have found on the internet, I will say where it comes from.
- If I see or receive any information on the computer that makes me feel uncomfortable or is inappropriate will tell a teacher straight away, or report it using the Cyber Safety Button on the Digital Backpack.
- I will not damage or disable the computers, computer systems or computer networks of the school.

I have read and understand the Weetangera School's Communities Online – Acceptable Use and Management of ICT policy. I understand that disciplinary action may be taken if I do not follow this agreement, which may include loss of access to the internet, school network or the use of ICT for a period of time.

Student:

I agree to follow the Code of Practice and any other relevant rules that are set by Weetangera School:

Name:

Class:

Signed:

Date