



## ICT POLICY

### **Rationale:**

The use of digital technologies at Emerson School is to enhance the learning process in a supportive school environment. The school is committed to providing an education that encourages and teaches the positive use of digital technologies and promotes safe and responsible online behaviour.

### **Aims:**

- To improve student learning outcomes by the use of digital technologies.
- To develop skills necessary to become responsible, reliable and respectful users of technology.

### **Implementation:**

- Students will access the Internet with the supervision of a teacher in the same manner as any other learning activity.
- The school reserves the right to examine all data downloaded from the Internet to ensure all users are in compliance with our policy. This includes the use of USB sticks to store data. Data stored on USB sticks will be strictly for school related tasks.
- It is unacceptable to gain, or to attempt to gain another user's ID, password or personal information. A breach of this condition will result in immediate suspension of privileges.
- All students assume full liability, legal or otherwise for their actions while online. This includes online communication via sites, email and blogging. Email is not private so messages that may be embarrassing, confidential, harassing, inflammatory or annoying must be avoided.
- Sending any personal information (full name, address, phone numbers etc.) via email, blogging or internet is strictly forbidden.
- The school will not be liable for the inappropriate actions of users. The malicious attempt to harm, destroy the data of another user (vandalism) including the creation of or the uploading of viruses, shall result in the cancellation of privileges.
- Deliberate damage to computers, laptops, notebooks, iPads, digital cameras, scanners, and interactive whiteboards shall result in the cancellation of privileges.
- Wilful damage or deliberate tampering with network servers and data shall result in the cancellation of privileges.

- Students are encouraged to access information that will enhance the learning programs and policies of Emerson School. At all times users are bound by the laws of copyright and plagiarism.
- The school does not accept responsibility if the ICT skills acquired at school are used for misconduct or to access inappropriate material outside the school setting.
- The Student Technology Agreement will be incorporated in the student planner.

**Evaluation:**

- This policy will be reviewed as part of the school’s three year review cycle.

Emerson School Council last ratified this policy in October 2017

**STUDENT TECHNOLOGY USER AGREEMENT**

As a student of Emerson School I understand that:

- I must be a safe and responsible user of technology.
- I am responsible for my actions and will report incidents of inappropriate use of technologies to a teacher.
- I must be considerate of others by being respectful in how I communicate with them when using technology.
- I must talk to a teacher if I feel uncomfortable or unsafe when using technology.
- I must protect my privacy and those of other students by not giving out any personal details, including my username and password.
- I must only use the Internet with the permission/supervision of an adult.
- I must not download or upload apps or programmes, adults are responsible for this action.
- When using technology I must be respectful of others and ask the teacher for permission before taking/using photos, videos or audio recordings.
- If I bring my mobile phone to school I must give it to my class teacher; my phone will be stored in a secure cupboard until the end of the day.
- The purpose of using the Internet and digital technologies is strictly educational and that inappropriate use or misbehaviour will suspend or cancel my privileges
- I understand and agree to the Technology User Agreement. Furthermore, I understand that this agreement also covers excursions, camps and school-based extra-curricular activities. I understand that my access to the Internet and digital technologies at school will be renegotiated if I do not act responsibly.

**Student/Parent/Carer Agreement:**

- I/We have carefully read the User Agreement and understand the significance of the conditions and agree to abide by these conditions.
- I/We understand that any breach of these conditions will result in internet and digital technology access privileges being suspended or revoked.

This User Agreement applies to the following student:

FAMILY SURNAME: \_\_\_\_\_

Student’s Name: \_\_\_\_\_ Class: \_\_\_\_\_

As the Parent/Carer, I acknowledge and have discussed the ICT Policy, iPad User Agreement and Technology User Agreement with my child.

Parent/Carer Signature: \_\_\_\_\_ Date: \_\_\_\_\_