INFORMATION COMMUNICATION TECHNOLOGY POLICY

Ratified October 2014

All children have the right to learn
Everyone is treated respectfully
We all have the right to feel safe

WE VALUE:

Teamwork, Respect, Responsibility,
Persistence and Honesty

Geranium Primary School's curriculum network is here for the educational benefit of students and the professional use and development of staff. It is our goal to have all students recognise and use the full capabilities of the ICT available at GPS.

Geranium Primary School provides training for its students in the use of computers, the internet and emerging technologies. Any behaviour that interferes with these aims is unacceptable.

Particular computers in the community library are assigned for community use.

Acceptable Use Guidelines

School Guidelines

1. ICT must be treated with respect and sensitivity.
2. Sound and viewing must be at a level that does not interfere with others around the user/s.
3. Use and priority must be given to students using ICT for educational purposes.
4. Appropriate use of language must be used in all areas of ICT including emails, and other electronic media.
5. Consideration must be given to all ICT users, making sure that everyone gets an equal amount of time on them where possible.

Students Must Not

1. Attempt to fix or repair any ICT hardware or technology.
2. Use the technology in any other way than it is intended or in an unsafe way. This includes rough and inappropriate use of keys, monitors, laptops etc.
3. Change ICT settings, interfaces or programs.
4. Move, unplug or attempt to break any cables, wires or hardware.
5. Willingly and knowingly break copyright laws (including cut-and-paste functionality).
6. Waste paper and/or ink deliberately.
7. Log onto the ICT using someone else's password and/ or username without the expressed permission of the school's ICT co-ordinator/ administrator.
8. Bring personal USBs (universal serial buses) to school that contain anything other than school work.

Students Must

1. Return all ICT to the location they took them from, making sure they are put on recharge.
2. Follow the teacher/ supervising adult's instructions while using the ICT.
3. Always close programs and Windows before leaving the ICT for that session/ lesson.
4. Remove all rubbish and return all furniture to its original location.
5. Ask teacher's permission to print.

**INTENTIONAL OR REPEATED MISUSE BY A STUDENT
MAY RESULT IN A BAN FROM THE SCHOOLS ICT.**

Internet

Geranium Primary School has internet access available for its teaching and educational programmes. Filtering software is in place on all computers. These programs inhibit the types of materials that can be seen on the schools computers. Ultimately, it is the responsibility of individual students to make sure that the material they look up and view is of an appropriate nature.

Passwords and Security

In line with the DECD ICT security policy all Yr 3 to 7 students and staff will be provided with a unique username and password to access the internet. The Junior Primary class will use a common logon and password. It is the responsibility of students to make sure they do not share their passwords with other students. If their password is found out by another party, they are to notify the teacher/ administrator immediately.

Personal Devices

1. Students may carry and use personal ICT devices on the bus journeys to and from school, on the understanding that they only view, listen to, or access school appropriate content.

2. Whilst within the school grounds, personal ICT devices must remain in the students' bag, in their locker. In no way will the school be liable for any loss or damage to the device.

3. Maintenance and security of student's personal ICT devices remain the responsibility of the students' parents.

4. Students' personal devices may not, at any time, be permitted to connect to, or access, the school's curriculum network.

5. At no time are students to take images or videos of other students and staff of the school.

Legalities

Students and their caregivers will be required to sign annually the following forms before they can access the schools computers, Internet, laptops and network;

1. Network/Internet access and use agreement form.

2. Permission for Use of Photograph form.

For new students these will be included in the enrolment package.