

# ICT USAGE

## POLICY

### **Rationale:**

Information and Communication Technology provides students with unprecedented opportunities to enhance learning and obtain information by engaging in discussion, liaising with individuals, organisations and groups world-wide and accessing resources from a vast variety of locations. Strathmore Primary School actively supports I.C.T. use and access by students to the widest variety of information resources available, accompanied by the development of the skills necessary to filter, analyse, interpret and evaluate information encountered.

### **Aims:**

- To improve student learning outcomes by increasing student learning in all areas of I.C.T.
- To develop skills in discriminate and appropriate internet usage.

### **Implementation:**

- All students and staff at our school will have censorship filtered internet and email access. It will be impressed upon students that such access is a privilege that infers responsibility, and not simply a right to be expected.
- Students will use computers for the purposes set out by their teacher. They will access only their own work from class files.
- All students will be responsible for notifying their teacher of any inappropriate material so that access can be blocked. They will also have the responsibility to report any inappropriate use by other students.
- All staff will be responsible for notifying the principal of any inappropriate material so that access can be blocked.
- Students' email access will be through a class mailbox under teacher supervision.
- Consequences of publishing, accessing or failing to notify the teacher/principal of inappropriate material will include the removal of access rights.
- The school will endeavour to ensure that information published on the Internet by students or the school is of a high standard, and meets legal requirements and standards of general practice within the community in relation to copyright, safety and decency.
- Teachers will be responsible for making sure all work is screened for accuracy, appropriateness, grammar and spelling prior to publishing.
- Privacy of students, parents, staff and other users will be recognised and respected at all times. When identifying students online, only the student's first name and last initial will be used.
- Signed parent and student consent will be required annually in order for students to gain access to the internet, or to publish work, photos or videos on the internet. (See Appendix A) At the beginning of each year, teachers will discuss with their students the content of this agreement as well as the likely sanctions. The agreement will be displayed in proximity to the computers.

19<sup>th</sup> May, 2014

**This policy was last ratified by School Council on ...**

## APPENDIX A

### Information Communication Technology CODE OF PRACTICE

#### Student Agreement

I agree to use the computers including the Internet and email at our school in a responsible manner for purposes stated by my teacher.

If I find myself on unsuitable sites I will immediately click on the home or back button and inform my teacher. I will also notify the teacher if I notice inappropriate behaviour by others.

When working on the computers I will:

- Only work on the web for purposes specified by my teacher and when given permission by the teacher.
- Not give out information such as my surname, address, telephone number, or parents' work address/telephone number.
- Never send a person my picture without first checking with my teacher.
- Always have my teacher's permission before sending e-mail.
- Compose e-mail messages using only language I understand is acceptable in my school.
- Not use the internet or e-mail to harass or bully other people.
- Not respond to any messages that are unpleasant or that make me feel uncomfortable in any way. It is not my fault if I get a message like that.
- Not use material from web sites unless I acknowledge that site or have permission from the person who created the material. If I am unsure I will check with my teacher.
- Follow school guidelines and procedures when preparing materials for publication on the web.
- Take care of the computer equipment.
- Access only my own work from the class files.

I understand that breaches of the rules will see me lose my Internet/email access rights for a period of time determined by my teacher and the I.C.T. co-ordinator.

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Parent/Guardian Agreement:

I understand the school will provide supervision and that steps have been taken to minimise the risk of exposure to unsuitable material.

I do/do not consent to my child using the Internet at school for educational purposes in accordance with the Student Agreement above.

I do/do not consent to my child corresponding with others for educational purposes, using email in accordance with the Student Agreement above.

Parent/Guardian Signature \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Date \_\_\_\_\_