



Rationale

At Altona Meadows Primary School, Information and Communication Technologies (ICT) will be an integral part of the curriculum and will extend learning beyond the classroom by facilitating access to and collaboration with a network of local and global resources.

Aims

- To provide experiences for students to develop creative and analytical thinking
- To enhance learning opportunities and broaden the scope of learning through the use of digital devices
- To develop 21st Century skills and knowledge to produce useful products and find practical solutions to real life contexts
- To support greater engagement of students in all curriculum areas

Implementation

- Evidence of 21st Century learning will be found in all work programs
- A 21st Century Learning Plan will be developed that reflects and builds upon the objectives detailed in the Altona Meadows Primary School AIP, SSP as well as reflecting department initiatives
- The school will provide funds to ensure the purchase of high quality technology that will assist in increasing student learning outcomes and continue to meet the ratio requirements
- Staff will be continually up skilled through the use of internal Professional Learning
- Technical support and local technicians will provide specialist expertise when required
- An allocation for software will be assigned, in order to comply with Victorian Curriculum priorities
- Saved documents, photographs and videos to be stored on a secure online learning space, that can only be accessed by school staff and individual students

Please note: Teachers have the right to access student devices to check and delete any inappropriate or illegally downloaded material. They also have the right to check student search history on the internet for information.

Internet Policy

The educational value of appropriate information on the internet is substantial. The internet is composed of information provided by institutions and people all over the world and thus, also includes material that is not of educational value in the context of the school setting.

There is information that may be judged as inaccurate or unsuitable. Altona Meadows Primary School does not condone or permit the use of this material. It is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the internet. One of our school goals is to support students in the responsible use of this vast reservoir of information. The school will maintain educational filtering systems and report website content that is deemed inappropriate. Teachers will work with students to identify appropriate key words and how to search for relevant information online.

Proper and Acceptable Use

The use of the internet including the world wide web on any device at Altona Meadows Primary School must be in support of education and academic research and consistent with the educational objectives.

Unacceptable Uses of the Internet

- Searching, viewing or retrieving materials that are not related to school work
- Downloading of unauthorized games, music or movies
- Copying, saving or redistributing copyright materials (users should assume that all material is copyrighted unless explicitly stated)
- Subscription to any services or ordering of any goods or services

- Sharing of students passwords, home phone numbers or address or any private information
- Playing games or using other interactive sites unless specifically determined educational
- Any activity that violates a school rule or local/state or federal law
- Using technologies to share any materials that are deemed offensive
- Participating in behaviour that may be deemed as harassment or bullying
- Accessing and or editing another students folder or documentation on the secure online learning space

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally access inappropriate materials he or she should close the browser immediately and inform the classroom teacher. Classroom teachers will report this to the school leadership team.

Misuse or violation of the terms of this agreement will result in suspension of a student's access of the internet, Any action taken by a student that is a violation of a school rule will receive a consequence in accordance with the Altona Meadows School Discipline Policy.

Please note: All students and parents will need to sign the Acceptable Use Agreement.

Copyright Policy

Department Copyright of Software Policy

Ensuring the prevention of software theft is both a managerial and individual employee responsibility. Both corporate and individual users of software are subject to the provisions of the Copyright Act 1968 which allows the imposition of corporate penalties and penalties against individual users resulting in fines and or imprisonment. Illegally copied software may also carry with it a high risk of computer virus infection. Subsequent eradication of virus infection may not easily be achieved and may be too late to prevent destruction of sensitive of vital data.

The Departments Policy on Software Copyright

1. Unauthorised copying of software is illegal under the Copyright Act 1968 and is strictly forbidden
2. Use of illegal copies of software is illegal under the Copyright Act 1968 and is also strictly forbidden
3. Responsibility for ensuring compliance with 1 and 2 above rests with all users of PC software and specifically managers of local work areas and Principals in the case of schools
4. Only legitimately acquired software may be used and only in accordance with all applicable license conditions
5. Disciplinary action may be taken by the Department against person or persons engaging in the unauthorised duplication and use of software. Persons found guilty of unauthorised copying of software may also be liable to penalties, under the Copyright Act 1968
6. Only software that have been legally purchased is to operate on DET equipment
7. Individual work units should establish and maintain a software register (to include software name, serial number of product, date of purchase, location of software) to enable verification of software compliance

School Copyright Policy

- Unauthorised copies of games, movies and songs are forbidden
- Educational games are to be allowed at teachers discretion
- At teacher or leadership discretion any content deemed unsuitable for educational purposes will be deleted

Personal Devices in School

Altona Meadows Primary School provides devices for students to access across the school. It is the policy of Altona Meadows Primary School that no personal device be brought to school unless it is to facilitate student learning and has been expressly permitted by authorised school staff.

Students at Altona Meadows primary School have a responsibility to ensure that they

- Hand in mobile phones to their Team Leader before school and collect them at the end of the day
- Do not participate in cyber bullying
- Do not use mobile phones, cameras or other digital devices to record audio and visual material that is not authorised as part of the school curriculum
- Do not breach the privacy of students, staff and members of the school community through unauthorised recording or filming
- Report incidents of cyber bullying to a member of staff
- Advise students being victimised by cyber bullying to talk to an adult
- Offer to speak to an adult on behalf of the students who is being victimised
- Do not share their passwords with anyone to protect their own and others privacy and personal information
- Are not uploading or passing on any content that may be harmful or hurtful to others
- Are not uploading content about or by others without consent

Usage Guidelines

- Students must adhere to Altona Meadows Primary School's Acceptable Use Contract at all times
- Games are not to be accessed through the network or played on devices at school
- Deliberate attempts to avoid the school's restrictions of access to sites deemed inappropriate are forbidden and will be dealt with under the Internet usage Policy
- The set up and configuration of the device is not to be changed
- If damage to the device is suspected, then the classroom teacher needs to be alerted and our technician will inspect the device and determine whether it is a simple technician issue or that it will require repair with the supplier
- At school, devices must be secured in storage lockers in the classroom, whenever they are not in the student's direct possession or being used such as recess and lunchtimes
- Network administrators may review files and communications to maintain system integrity and ensure that users are using the device responsibly. Users should not expect that any and all files and information on the device is private, including that contained on a memory stick or other storage device connected to the device
- The school reserves the right to access the device at any time
- Students may not add or remove any identifying labels on the device as this will void any warranty
- Without the signed return of the Acceptable Use Agreement, children will be restricted from using technology at school to enhance their learning
- Devices must not be removed from any protective covers

Any faults must be reported immediate to the classroom teacher

Social Media

Altona Meadows Primary School prohibits the use of Facebook, Instagram, Snapchat, messaging services or other similar social media services unless it has been expressly allowed by the Principal

Digital Device Policy

Altona Meadows Primary School uses devices as a teaching and learning tool. We see the internet as a valuable resource but acknowledge it must be used responsibly. Each parent and student involved in the Digital Technologies Program at Altona Meadows Primary School has been asked to agree to use the internet responsibly. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The Digital Technologies Program provides students with unprecedented opportunities to obtain information, engage in discussion and liaise with individuals or organisations and groups worldwide so as to increase skills, knowledge and abilities. It is our vision that the Digital Technologies Program will be used in learning to deepen understanding of concepts, raise engagement levels and support personalised learning.



Altona Meadows Primary School uses digital technologies as teaching and learning tools. We see the internet and digital technologies as valuable resources by acknowledge that they must be used responsibly. Each student must use these technologies responsibly at school. Although we rigorously monitor student usage, parents should be aware that full protection from inappropriate content can not always be assured. The internet provides students with many opportunities to obtain information, engage in discussion and communicate with individuals, organisations and groups worldwide so as to increase skills, knowledge and abilities.

When I use the digital technology, I agree to:

- Be safe, responsible and ethical user whenever and wherever I use it
- Support other by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see other participating in unsafe, inappropriate or hurtful online behaviour
- Seek to understand the terms and conditions of websites and online communities and be aware that content I upload or post is my digital footprint
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses, passwords and images
- Use the internet for educational purposes and use the equipment properly
- Use social networking sites and the internet for educational purposed only as directed by teachers
- Not copyright or plagiarise when using content on websites (ask permission to use images, text, audio and video and cite reference when necessary)
- Not interfere with network security, the data of another user or attempt to log into the network with a user name or password of another student
- Not reveal my password to anyone except system administrator or the teacher
- Not bring or download unauthorised programs, including games on school devices
- Only take photos and record sound or video when it is part of an approved lesson
- Seek permission from individuals involved before taking photos, recording sound or videoing them (including teachers)
- Seek parent (written) permission before publishing or sending photos, recorded sound or video to anyone else or to any online space
- Be respectful in the photos I take or video I capture and never use these as a tool for bullying.

This Acceptable Use Agreement also applies during school excursions, camps and extra curricular activities. I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Note: Without the return of the Acceptable Use Agreement, your child will be restricted from using technology at school to enhance their learning.



Altona Meadows Primary School

ICT Acceptable Usage Agreement Student Agreement

Please read the attached Acceptable Use Agreement with your child and discuss any questions they may have. Both you and your child need to sign to show you accept the agreement and return this to your child's classroom teacher.

This Acceptable Use Policy also applies to students during school excursions, camps and other activities.

I acknowledge and agree to follow these rules. I understand that my access to the internet and mobile technology at school will be renegotiated if I do not act responsibly.

Date

Student Name	
Student Signature	
Class	

Date

Parent Name	
Parent Signature	

Please contact Altona Meadows Primary School on 9369 1288 to discuss any matter relating to this consent.

Please return this completed section to your child's classroom teacher.

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

This policy was last ratified by School Council in....

July 2021