



Bundoora Primary School

ICT Acceptable Use

Date: 8 December 2021



Help for non-English speakers

If you need help to understand the information in this policy, please contact Bundoora Primary School

PURPOSE

Bundoora Primary School (BPS) is providing students with access to the school's electronic network. This network includes Education Department access, email, computer services, videoconferencing, computer equipment, mobile devices and related equipment/software for education purposes.

The purpose of this network is to assist in preparing students for success in life and work in the 21st Century by providing them with electronic access to a wider range of information and the ability to communicate with people throughout the world.

This document contains the expectations for students' acceptable use of the BPS electronic network. Parents and students should read this policy thoroughly, then sign and return the consent form (attached) to the school.

GENERAL UNACCEPTABLE BEHAVIOUR:

- Students will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending messages, they must stop.
- Student will not knowingly or recklessly post false or defamatory information about a person or organisation.
- Student will not use speech that is inappropriate in an educational setting.
- Students will not abuse network resources, such as sending chain letters or 'spamming'.
- Students will not display, access, or send offensive messages or pictures.
- Students will respect each other when they talk to and work with others online and never take part in online bullying, including forwarding harmful messages and supporting others inappropriate or hurtful online behaviour.

EMAIL, WORLD WIDE WEB, AND PUBLISHING:

- Students will follow all teacher instructions regarding the use of the internet and email.
- Students will always use the internet and email in a responsible manner.
- Students will ensure that any email they send does not contain inappropriate content.
- When using the internet, student will only access appropriate information, which is relevant to their work. Student will make no attempt to access inappropriate material.
- Student will not go looking for rude or offensive sites.
- Students will ask their teachers for permission if they want to get pictures or information from the web.
- Students will talk to their teachers or another adult if:
 - a. They need help online
 - b. They are not sure what they should be doing on the internet
 - c. They come across sites which are not suitable for our school.
 - d. Someone writes something they don't like or makes them, and their friends feel uncomfortable or asks them to provide information that they know is private.
 - e. They feel that the welfare of other students at the school is being threatened.
- Students agree to use online classroom access and communication tools such as email, wikis and blogs to enhance their ability to access classroom curriculum material. Students will not include unsuitable material or inappropriate language while using these systems.

PERSONAL SAFETY

- Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone or school address.
- Students will promptly disclose to a teacher any message received that is inappropriate or makes the student feel uncomfortable.
- Students will only use their first name on the Web and email communications.
- Students will respect the privacy of teachers and fellow students by not giving out their personal details or reading their emails.

HARDWARE AND PERIPHERALS:

- Students will take great care of all ICT equipment in the school. This includes computers, iPads, televisions, projectors, digital cameras, printers, scanners, microphones and headphones.
- Students will use the technology for learning, use the equipment properly and not interfere with the work or data of another student.

SOFTWARE AND FILES:

- Software is available to all students to be used as an educational resource. No student may install, upload, or download software without permission from the school.
- Students will not bring or download unauthorized programs, including games, to the school or run them on school computers.
- Authorised teachers can access files stored on the school network. Routine maintenance and monitoring of the BPS electronic network will be carried out. Students should not expect that files stored on school servers are private.

VIDEOCONFERENCE:

- Video conferencing is a way that students can communicate with other students, speakers, museums, etc. from other parts of the country and the world., With video conferencing equipment, students can see, hear and speak with other students, speakers, museums, personnel, etc. in real time.
- Student’s voices, physical presence and participation in video conference are transmitted to participating sites during each session. Rules and procedures relate to acceptable use and behaviour by students applying during all Video Conference sessions.

MOBILE DEVICES (E.G., IPADS)

- Students will only use the device for learning purposes as directed by their teacher.
- Student will act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful.
- When using mobile device as a camera student will:
 - a. Only take photos and record sound or video when it is part of a class or lesson
 - b. Seek permission from individuals involve before taking photos, recording sound or videoing them (including teachers)
 - c. Seek teacher permission before uploading nay content to websites (e.g., blogs)

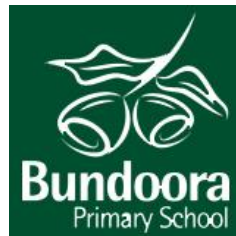
This acceptable use policy for mobile devices also applies to students during school excursions, camps, and extra curricula activities.

Failure to adhere to this ICT Acceptable Use Policy will result in the student forfeiting their privilege to be part of the Bundoora Primary School electronic network.

POLICY REVIEW AND APPROVAL

Policy last reviewed	December 9th 2021
Approved by	Principal
Next scheduled review date	December 2022

Appendix 1



Bundoora Primary School
ICT acceptable use policy consent form

Student Section:

Student Name: _____ **Grade:** _____

I have read the Bundoora Primary School **ICT Acceptable Use Policy** document. I agree to follow the rules contained in this policy.

I understand that failure to follow this **ICT Acceptable Use Policy** will result in me forfeiting my privilege to be part of the Bundoora Primary School electronic network.

Student signature: _____

Date: _____

Parent/Guardian Section:

I have read the Bundoora Primary School **ICT Acceptable Use Policy** document. I agree to follow the rules contained in this policy.

I give permission for my child to access all components of the school electronic network, which included Education Department internet access, email, computer services, video conferencing, computer equipment, mobile devices, and related equipment/software for educational purposes.

I understand that failure to follow this **ICT Acceptable Use Policy** will result in my child forfeiting their privilege to be part of the Bundoora Primary School electronic network.

Parent/Guardian name: _____

Parent/Guardian signature: _____

Date: _____