

BEECHWORTH PRIMARY SCHOOL



No. 1560

Believe - Persist - Succeed

Beechworth Primary School

ICT Acceptable Usage Policy

Purpose

As a school who supports the eSmart framework, we encourage the use of ICT (Information and Communications Technology) to facilitate learning, and aim to develop our students' ability to use these tools safely, responsibly and with integrity. Each student has been asked to agree to use ICT responsibly at school. Parents should be aware that the nature of the internet means that full protection from inappropriate content can never be guaranteed. The internet provides students with unprecedented opportunities to obtain information, engage in discussion, and liaise with individuals, organisations and groups worldwide, so as to increase skills, knowledge and abilities.

To maximise the benefits, positive guidelines will help to minimise the risk to users of unsuitable material, harm resulting from disclosure of personal information and legal liability for breach of copyright, circulation of defamation information or invasion of privacy.

Policy statement

Background

Information and communication technology offers enormous potential benefits for teaching and learning. Beechworth Primary School provides computer facilities to allow students and staff to communicate, collaborate with others, and access and use information sources available on a range of Electronic Communications Networks (ECN). This includes email, internet, intranet and the network of computers within our school.

Whole school engagement

All students and staff at Beechworth Primary School engage in the Department of Education Victoria's ECN and must adhere to this policy to ensure safe interactions for all.

Definitions

ECN: Electronic Communication Network also know as the internet or world wide web.

Guidelines

- Use of ECN will be directly related to clearly defined learning tasks or goals and not for personal use.
- Provide all students and staff with censorship filtered internet as supplied and managed by the Department of Education and Training Victoria.
- Reinforce the importance of safe and respectful use of the internet in all curriculum areas. This will be done through teaching digital citizenship skills and provide cyber safety programs across the school.
- Expect all students and staff to be responsible for notifying their teacher/ICT Coordinator of any inappropriate material so that access can be blocked.

- Parental or guardian permission will be obtained prior to publishing any student electronic photograph and details of a confidential and personal nature on any ECN. (Appendix 1)
- Recognise and respect the privacy of students, parents, staff and others at all times. When identifying students, only the student's first name and last initial will be used.
- The transmission of threatening, obscene or copyright material is prohibited.
- It is the users responsibility not to initiate access or distribute offensive or inappropriate material by copying, storing or printing.
- Inappropriate use will result in the removal of access for a period of time, as determined by the school.
- The school reserves the right to review any material accessed or saved.
- Require students and staff to agree to and sign an Acceptable Use Contract annually, demonstrating an understanding of this policy and the consequences of noncompliance. (Appendix 2)
- Have a Student Engagement Policy and Bullying Policy that states our school's values and expected standards of student behaviour, including actions and consequences for inappropriate online behaviour at school.
- Have devised guidelines for responding to breaches of the Acceptable Use Contract to allow for the consistent management of these breaches. Students, parents and staff will also be made aware of these guidelines.
- Staff will provide appropriate supervision of students when they are using ECN.

Beechworth Primary School:

- Makes no warranty of any kind, whether expressed or implied, for the service that it is providing.
- Will not be responsible for any damages incurred as a result of using the computers within the school. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the school or by the user's errors or omissions.
- Accepts no responsibility for the accuracy or quality of information obtained through its services.

Related school policies

- Student Engagement and Wellbeing Policy

Monitoring and review

This policy will be reviewed after three years as a part of our policy review cycle.

Endorsed by school council:

Date: 24th May, 2017

Next review date: 2020

Beechworth Primary School Media Consent Form

Student name:.....

Throughout your child’s schooling there will be many ‘media moments’ that will occur relating to school programs, activities or events.

We are seeking your cooperation to allow your child to be photographed (with or without his/her first name published as a student of Beechworth Primary School), to be filmed for Assessment & Teaching, or to have his/her image included as part of a digital school presentation and wider media community.

I hereby give my consent, as indicated below for 2017. I will notify the school of any changes.

Yes, I hereby give permission for my child’s photograph and first name to be included in the school, classroom or unit newsletters.

Parent/Guardian signature _____ Date: _____

Yes, I give permission for my child’s photograph and first name to be used by the print and social media to highlight school activities. For example facebook photo and article about classroom learning/sporting event.

Parent/Guardian signature _____ Date: _____

Yes, I give permission for television media or school to video my child participating in school activities to be viewed by the wider community. For example video footage about ‘Book week’ on the news.

Parent/Guardian signature _____ Date: _____

Yes, I give permission for my child to be filmed for educational use within the school. For example recording students completing tasks using a digital camera to be used in slideshows.

Parent/Guardian signature _____ Date: _____

Yes, I hereby give permission for my child to use the internet for classroom activities with staff supervision. For example searching for pictures of mini-beasts on the website ‘google.com.au’

Parent/Guardian signature _____ Date: _____

Yes, I hereby give permission for my child’s photograph, video, full name or work samples to be posted on the Beechworth Primary School website.

Parent/Guardian signature _____ Date: _____

INTERNET USAGE ETHICS STATEMENT AND GUIDELINES CONSENT FORM

My signature below means that I have read and understand the guidelines of the school’s ICT Acceptable Usage Policy.

Name of Student: _____ Date: _____

Parent(s) or Guardian(s) Signature: _____

Name of Parent(s) or Guardian(s): _____

Beechworth Primary School Media Release Permission