

Acceptable Use of ICT Policy

St Peter's Lutheran School



Scope	All School community members - staff, students, parents / guardians, School Board members.
Responsible Officer	Principal
Contact Officer	Compliance Officer
Authorisation	School Board
Date Introduced	February 2019
Next Review Date	February 2025 This policy will be reviewed annually, or as required by legislation.
Relevant Legislation or Source	
Linked SPLS Policy	Anti-Bullying and Harassment Policy, IT Security Policy, Social Media Policy, Privacy Policy, Copyright Policy, Mobile Phone Policy
Linked SPLS Procedure	Cybersafety Procedure, Cyberbullying Procedure,
Link SPLS Guidelines / Forms	Parent/Student ICT Acceptable User Agreement; Staff ICT Acceptable User Agreement
Key Words	ICT, Technology, Cyber Bullying, Social Media, Cybersafety, eSmart
Destination / Storage	School Website, Shared Google Drive
Communication	Staff induction, cyclical staff training/meetings, student assembly

Revision / Modification			
Date	Version	Summary	Policy/Procedure
01/02/2019	1.0	New policy	eSmart Policy
1/06/2020	2.0	Renamed and updated the policy.	Acceptable Use of ICT Policy
14/1/2022	3.0	Renamed and updated policy.	Seperating policy and procedure.



POLICY STATEMENT

1. INTRODUCTION

St Peters Lutheran school understands that safe and appropriate use of digital technologies including the internet, apps, computers and tablets provide students with rich opportunities to support learning and development in a range of ways.

Through increased access to digital technologies, students can benefit from enhanced learning that is interactive, collaborative, personalised and engaging. Digital technologies enable our students to interact with and create high quality content, resources and tools. It also enables personalised learning tailored to students' particular needs and interests and transforms assessment, reporting and feedback, driving new forms of collaboration and communication.

St Peters Lutheran school believes that the use of digital technologies at school allows the development of valuable skills and knowledge and prepares students to thrive in our globalised and interconnected world. Our school's vision is to empower students to use digital technologies safely and appropriately to reach their personal best and fully equip them to contribute positively to society as happy, healthy young adults.

2. DEFINITIONS

- **'eSafety'** refers to the safe use of the internet and electronic communication systems
- **'Electronic communication'** includes, but is not limited to communication made by using ICT equipment/devices such as Internet, Intranet, email and mobile phone activities and related applications
- **'ICT'** means the term 'Information and Communication Technologies'
- **'ICT equipment/devices'** include, but is not limited to computers (such as desktops, laptops/notebooks, iPads, PDA's), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video, digital, webcams), all types of mobile phones, video and audio players/receivers (such as portable CD and DVD players), and any other similar technologies as they come into use
- **'Prohibited use'** means use of school ICT or privately owned or leased ICT on the school site or at any school-related activity, in a manner which is contrary to the terms of this Agreement
- **'School'** means St Peter's Lutheran School Ltd
- **'School related activity'** includes, but is not limited to an excursion, camp, sporting or cultural event or function wherever its location
- **'Unacceptable use'** includes, but is not limited to acts of a malicious or nuisance nature, invasion of privacy, harassment, bullying, hacking, altering the settings on any ICT device or equipment without authorisation, deliberate defacement or damage to any ICT device or equipment, plagiarism, gaming, impersonation/identity theft, inappropriate use of email or social networking



3. POLICY

Students have the right to learn in a safe environment, including when they have access to ICTs to enhance their learning. St Peter's Lutheran School is committed to the responsible and educational use of ICTs and to the protection of students by providing secure access to these services as part of their learning experience.

It is our policy that:

- the use of ICTs be managed through a 'whole of school community' approach involving students, staff and parents/carers, educating them to be safe and responsible users of digital technologies
- the School provides parents/guardians with a copy of this policy and the Acceptable Use of ICT Agreement.
- ICT education strategies be implemented within the school on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use of digital technologies
- the School responds to issues or incidents related to digital technologies that have the potential to impact on the wellbeing of our students
- staff supervise students when using digital technologies for educational purposes
- the School support the rights of all members of the school community to engage in and promote a safe, inclusive and supportive learning environment
- the communities knows that some online activities are illegal and as such we are required to report this to the police
- the school support parents/guardians to understand the importance of safe and responsible use of digital technologies
- provide a filtered internet service but acknowledge that full protection from inappropriate content can never be guaranteed
- staff are expected to be positive role models
- appropriate use of ICTs is established with all staff and students
- the School's ICT policy is reviewed on an annual basis against best practice

4. RESPONSIBILITIES

4.1 Principal

The Principal is responsible to:

- model appropriate behaviour at all times
- ensure all staff and students are provided with Acceptable Use of ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices
- ensure that staff and students who do not return their Acceptable Use of ICT Agreements do not use ICT equipment and devices
- be vigilant in monitoring students when using ICT equipment and devices
- reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others
- assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs
- deal with all reported and observed incidents of inappropriate ICT use in accordance with this policy
- ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately



4.2 Staff

All staff are responsible to:

- model appropriate behaviour at all times
- be vigilant in monitoring students when using ICT equipment and devices
- reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others
- assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs
- deal with all reported and observed incidents of inappropriate ICT use in accordance with this policy
- ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately

4.3 Students

All students are responsible to:

- use electronic communication in keeping with acceptable School standards. Undesirable behaviour includes browsing, downloading or distributing material of an antisocial nature, pornographic, violent, racist, destructive, demeaning or denigration of others, swearing and harassment. Under no circumstances should ICT be used to facilitate behaviour which is either inappropriate in the School environment, contrary to the School ethos, or illegal.
- not post pictures of themselves or their friends in School uniform online.
- be careful about sharing too much personal information (such as but not limited to, last name, home or email addresses, any telephone numbers, including mobile numbers).
- to ask for teacher or parent assistance if not sure if something is ok to say online
- not put email address or home address or phone number or other contact information online.
- understand that when communicating online – words, pictures, video or other projects - it needs to be something parents or teachers would be happy to see.
- use appropriate language and keep in mind at all times that they are representing themselves or the school to the whole world.
- use images personally created or shared from copyright-free sources.
- provide credit when using other people's words or images.
- report to a teacher anything that is uncomfortable or threatened in cyberspace

4.4 Parent / Guardians

Parents and Guardians are responsible to:

- read and understand the ICT Student Acceptable User Agreement.
- understand the ICT equipment/devices at the School are designed for educational purposes and that any violations of the conditions as set out in the agreement can lead to loss of privileges and other consequences.
- understand that theft or damage to school equipment will result in a bill for the cost of replacement parts or repairs.
- understand that it is impossible for the school to fully restrict access to controversial materials on global information systems such as the Internet.
- understand that while the school will take appropriate measures to limit access to illegal, dangerous or offensive materials, ultimately, it is each student's responsibility to avoid access to such material.
- give permission for their child to be given access to electronic communication networks including the Internet.
- give consent for their child's possible involvement in:

Acceptable Use of ICT Policy

St Peter's Lutheran School



-
- the use of video/audio footage of my child for publication on websites for an educational purpose, class tasks and assessments, in house publications and school events, on video or in other electronic format (i.e. CD, DVD)
 - the use of photographs of my child for publication on websites for an educational purpose, class tasks and assessments, in house publications and school events in printed matter and electronic formats. (i.e. CD, DVD)
 - websites for an educational purpose which incorporate all Web 2.0 technologies. i.e. blogs, wikis, voice threads (which may include their child's name).
 - the publication of collaborative learning that is displayed on educational websites, in printed matter, on CD/DVD or on video/audio.
 - the publication of student created work and identification of this work by child's name