

Belair Primary School

ICT Policy

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ICT POLICY

Revised May 2018

Statement of Teaching and Learning

Devices at Belair Primary School (BPS) are used as a tool for learning. Teachers, staff, and students must analyse use of devices to enhance aims and objectives of individual lessons. As with the use of all resources at BPS, the use of the school network carries responsibilities outlined in this policy. At BPS our digital technologies are a priority in our site improvement plan. Relevant professional learning is offered to all members of the school community.

Aims

- ICT teaching and learning reflects the Australian Curriculum Digital Technologies curriculum area, General Capabilities, Keeping Safe curriculum (addressing cybersafety) and *The role of ICT in the PYP*
- Enable students to develop skills necessary to become autonomous, independent, creative and confident users of ICT as both a learning and enjoyment tool
- Enhance student work during Units of Inquiry including knowledge and understanding and enabling access on demand
- Use as a learning tool to help cater for a range of learning needs and disabilities
- Develop and enhances connections between school and home, local community and the global community
- Support teaching, learning and management across the school
- Help students to understand the addictive nature of devices and their social impact

Cybersafety

The school takes all reasonable precautions to ensure that users access appropriate material by:

- Using filters (Content keeper) in order to block and minimise student access to inappropriate materials and social media and networking sites via the internet
- Students accessing materials through *Cyber safety community workshops and resources* at www.cybersmart.gov.au/ that have been provided by the Federal Government during in-class Cyber Smart lessons as a part of the *ICT Scope and Sequence*
- Students using the Bring Your Own Device (BYOD) scheme receiving information about expectations of use
- All devices, including students' own devices enrolled under the mobile device management system (JAMF) to deploy configuration profile, assign apps and send remote commands
- Providing ICT policy to all staff at the beginning of each school year
- Staff and students report inappropriate material or unsuitable sites and content to the computer systems manager via site leaders as soon as possible
- Reviewing emerging technologies for educational benefit and risk assessments are carried out before use
- Offering Cyber Safety workshops to staff, students and parents

Digital Citizenship

BPS educates students about the importance of digital citizenship and their responsibilities when entering an online environment. Demonstrating academic honesty when using digital resources (see appendix) is promoted. Students are taught and expected to adhere to the following digital citizenship guidelines.

Digital Citizenship

R-2

Looking After Yourself

- Use apps and visit pages suggested by the teacher
- Only share appropriate pictures and stories about myself
- Talk to trusted adults about my online friends
- Tell a trusted adult if anyone is unkind to me when I am online

Looking After Others

- Only say nice things about other people
- Ask permission before sharing pictures or stories about others

Looking After Property

- Only download material that has been purchased or is copyright free
- Check information from the web is true and accurate
- Respect all digital resources and devices

Digital Citizenship

Years 3-7

Looking After Yourself

- Choose online names that are suitable and respectful
- Only invite people you actually know to be your friends online
- Only visit sites and use apps that are appropriate
- Adhere to rules that social media sites have about age
- Set privacy settings so only people you know can see your personal information
- Only share information, pictures and stories that are appropriate
- Talk to trusted adults about your online experiences
- Report things that happen online which make you feel uncomfortable

Looking After Others

- Only send or forward respectful emails and messages
- Only involve yourself in conversations that are positive, kind, and respectful
- Report conversations you see that are unkind, mean or bullying
- Show respect for others' privacy
- Ask permission before sharing pictures or stories about others

Looking After Property

- Only download material that has been purchased or is copyright free
- Check that information from the web is true and accurate
- Act appropriately when visiting other websites
- Respect all digital resources and devices

Internet use

Reception-Year 2

Teachers use previously viewed and deemed appropriate clips/sites within the presentation of their lessons. Access is given to students by either specific web searches/URL addresses/links or QR codes.

Year 3-7

Teachers use previously viewed and deemed appropriate clips/sites within the presentation of their lessons. Students search with teacher permission and under supervision and visibility of the teacher. Classes will discuss and learn about search techniques and copyright laws before doing so.

BYOD device capabilities – Apple business

To further support capacity of ICT resources, BPS has a BYOD policy. The following devices are acceptable as part of the BYOD uptake at BPS.

Apple device (iPad mini, iPad) with the following specifications:

- Camera
- Wi-Fi access
- Able to support the latest operating system
- If 3G capable we ask that the device comes to school without the sim at this stage. There is the capacity for us to run these devices through content keeper but we are still working through this.
- Min 16GB

iPhones as per the current mobile phone policy will not be used.

Roles and Responsibilities

A Digital Learning Leadership position is in place to drive this work. Roles and responsibilities are outlined below

Leadership

- Facilitate and promote the use of ICT across the curriculum, in collaboration with all teachers
- Provide and/or organise training to keep staff ICT skills and knowledge up to date
- Advise about and modeling effective teaching strategies using ICT to colleagues
- Purchase resources in consultation with Principal and Business Manager
- Ensure there is an up to date ICT policy
- Provide all parents with information about ICT documents and agreements

Teaching staff

- Use ICT to achieve teaching and learning outcomes
- Manage digital classroom records

Students

- Use ICT in a respectful and responsible manner for educational purposes in accordance with the class Essential Agreement and BPS ICT Policy
- Report any inappropriate material or use of ICT immediately to class teacher/Digital Learning AP or Principal

Parents

- Ensure students fulfil their responsibilities as outlined above
- Supervise student use of the digital device when at home. It is recommended that the digital device be used in a public area within the house and not in an individual student's bedroom. There are significant benefits for separating sleep and study space for students
- Ensure the student has the digital device at school each day, fully charged and in a condition that will enable it to be usable for any educational purpose

School Server Access

The school server and Mac server have been set up as an educational resource/tool and hence are only to be used to store educational resources and materials.

- Students only have access to the student drive and Mac server
- T drive – All staff have access via passwords to both the student and staff drives
- J drive- Administration, Principals, Coordinators and the only staff members who have access via passwords to the administration drive

APPENDIX

Belair Primary School Academic Honesty

As a successful learner I will:-

- Take responsibility for my learning by honestly completing work in my own words and acknowledging sources I use. (**Principled**)
- Listen to others and respond to them in a respectful way. (**Communicator**)
- Organise my time appropriately during and after school. (**Balanced**)
- Explore and express myself in a variety of ways. (**Risk-taker**)
- Ask questions when I get confused or need more of an explanation. (**Inquirer**)
- Think creatively and critically about local and global perspectives. (**Thinker**)
- Do my best to work with others so that we can all be successful. (**Caring**)
- Reflect on what I've achieved and learnt and think about the next steps. (**Reflective**)
- Be tolerant and open to the ideas of others. (**Open-Minded**)
- Apply my learning to new situations to help me understand information. (**Knowledgeable**)