

Belair Primary School

ICT Policy

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NOTES:		



ICT POLICY

Statement of Teaching and Learning

Vision

Our intention is to develop students who are self-motivated and directed in their learning. To focus on student agency through the IB Primary Years Program (PYP), these attributes, we believe, will be beneficial to students during their time with us and later at high school.

The aim of providing a learning model using technology devices, is to improve learning outcomes for our students. Technology devices themselves will not make students better learners. Students need a curriculum that meets the demands of an increasingly globalized and connected world. Digital rich learning and teaching opportunities can increase student participation, engagement and achievement, and enable students to connect with experts and other learners in a timely way.

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 independent, creative and confident users of ICT as both a learning and enjoyment tool
- Support students to conduct Units of Inquiry using technologies as a tool to help cater for a range of learning needs and disabilities
- Develop PYP 'Approaches to Learning' skills
- Develop and enhance 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

SWiFT Network Technologies provides router and filtering solutions and connects our school to the SWiFT portal.

The SWiFT portal's user-friendly dashboard makes it easier to:

- view the school's internet connection status and bandwidth use
- manage content filters
- improve the site's cyber security protection
- report on the content students access online.



At Belair Primary

- Students participating in 1:1 iPad learning and BYOD (bring your own device) receive information about expectations of use
- All devices, including student owned devices are enrolled under the mobile device management system (JAMF) to deploy configuration profile, assign apps and send remote commands
- Staff are provided the ICT policy 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
- Emerging technologies are reviewed for educational benefit and risk assessments are carried out before use

Cyber Safety resources are offered to staff, students and parents. The eSafety Toolkit for Schools is designed to support schools to create safer online environments.

- The resources are backed by evidence and support a nationally consistent approach to preventing and responding to online safety issues.
- The resources are categorised into four elements: Prepare, Engage, Educate and Respond. Whether the resources from each element are used on their own or collectively, each contributes to creating safer online environments for school communities.
- Resources can be found at [Toolkit for Schools/eSafety Commissioner](#)

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

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

Apple device (iPad) with the following specifications:

- Camera
- Wi-Fi access
- Able to support the latest operating system
- Min 16GB

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

Roles and Responsibilities

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 model effective teaching strategies 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 (SeeSaw, Google classroom, Sentral, Running records)
- Access Eduportal, EDI, Employer Information Kiosk

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 their child fulfils their responsibilities as outlined above
- Supervise their child's 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 child's bedroom. There are significant benefits for separating sleep and study space for children
- Ensure their child 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



Digital Citizenship

BPS educates students about the importance of digital citizenship and their responsibilities when entering an online environment. Demonstrating academic integrity 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

APPENDIX

Excerpt from Belair Primary School 'Academic Integrity Policy'

R-2	<ul style="list-style-type: none"> • Ability to be a risk taker when completing independent tasks and fair contribution to group tasks • Development of principled behaviour (i.e. understanding that it is not acceptable to steal) • Ability to describe ethical concepts such as right and wrong, honesty in a range of contexts • Recognition of ownership of products including digital products and explore how they can be misused • Exploration of how information can be researched and communicated in a variety of ways (i.e. observation, books, videos)
Year 3/4	<ul style="list-style-type: none"> • Development of research skills, including effective note taking • Development of thinking skills to draw conclusions from research • Identification of ethical concepts such as equality • Discussion about actions taken in a range of contexts that include an ethical dimension • Begin to acknowledge sources of information in their work
Year 5/6	<ul style="list-style-type: none"> • Development of research skills including effective note taking • Development of thinking skills to draw conclusions from research • Use both primary and secondary sources to research information • Use of Harvard style referencing to acknowledge sources of work, supported by websites such as 'Cite this for me' https://www.citethisforme.com/ • Development of consistency between rights and responsibilities when utilising others work through different mediums (e.g. online, books etc.) • Address an academic integrity component in assessment rubrics



APPENDIX

Classroom Learning & 1:1 iPads at Belair Primary School

Vision

Our intention is to develop students who are self-motivated and directed in their learning. To focus on student agency through the 'PYP Enhancement', these attributes, we believe, will be beneficial to students during their time with us and later at high school.

The aim of providing a 1:1 learning model using technology devices, is to improve learning outcomes for our students. Technology devices themselves will not make students better learners. Students need a curriculum that meets the demands of an increasingly globalized and connected world. Digital rich learning and teaching opportunities can increase student participation, engagement and achievement, and enable students to connect with experts and other learners in a timely way.

Key outcomes

- Cybersafety and well-being strategies are connected to appropriate use of devices, student welfare and safety
- Access Google Apps for Education (classroom & doc) as the main learning platform. Access will also be available to Web 2.0 applications such as blogs and wikis to support learning opportunities
- Address the general capabilities within the Australian Curriculum
- Students control the construction of their knowledge and promote student agency within inquiry
- Improved home/school partnerships in learning

Support structures

- All iPads are registered at school. Registration allows for our Mobile Device Management (MDM) system to upload all apps required by the school.
- The technician will perform regular network and history checks to monitor internet use and appropriateness of applications.
- Access to the internet is filtered through systems provided by the Department for Education blocking the vast majority of file sharing and social networking sites, and other inappropriate material.
- Activities undertaken by students are monitored by teachers. Inappropriate use of iPads and the internet is unacceptable and is subject to disciplinary consequences related to the circumstance.
- Students will not have permission to access to the iTunes store, SMS messaging, Facetime or other social networking sites during school hours. Students will need to turn their devices to do not disturb, and this will be monitored by staff.



iPad Responsibility and Care

- The school encourages students to take full responsibility for the care of the iPad and its whereabouts at all times.
- Students will be frequently reminded about safe use and care of their iPad

iPad @ School

- A passcode lock and fingerprint will be setup to provide another level of security around access by other students.
- The school technician will perform regular, random network and history checks to monitor internet use and appropriateness of applications and files
- All devices will be switched to 'do not disturb' during the school day. Parents are not to message their child during the school day. Any communication is to come through the front office.
- All iPads will remain in the classroom during the day and classroom doors will be locked at recess and lunchtime, and when the classroom is unattended.
- iPad will not to be used at play time or any time before or after school
- iPads will only be taken outside with teacher direction during school hours.
- iPads are for the sole use of the individual student, but students will be asked to collaborate at times and may share devices upon teacher direction and student permission.
- Images/videos taken of students are for learning tasks and school purposes only.
- iPads must be used in accordance with BPS Student Digital Citizenship

Internet and Cybersafety

- All activities undertaken by students are planned and monitored by teachers.
- Teachers will be using Apple Classroom to assist with the monitoring of student online/iPad use.
- Cybersafety is taught as a key component of the curriculum and is considered an important element of student welfare in all levels of the school.
- Any inappropriate use of the internet is unacceptable and is subject to disciplinary consequences related to the circumstance.
- No media on the iPad is to include explicit material or inappropriate themes (including music).
- All devices to have only age appropriate apps installed.
- Email attached to the Google suite of applications will be used for student log on and sharing of school tasks, not as a communication tool between students.
- If a student is downloading an excessive amount of data parents will be informed and possible restrictions put in place.



Want to know more about student well being and / or Cybersafety in relation to device use?

We encourage all families to be at the forefront of any potential risks or issues. Please take time to explore the following websites for more information.

<https://www.esafety.gov.au>

<https://kidshelpline.com.au/kids/issues/being-safe-internet>

<https://www.lifeeducation.org.au/parents/cybersafety-for-parents-vodcasts>

“iPads must be used in accordance with BPS Student Digital Citizenship, which includes educating students around responsible device use and the possible impact of prolonged use on students’ health and wellbeing”