FRANCES PRIMARY SCHOOL
ICT POLICY

Statement of Learning and Teaching

Devices at Frances Primary School (FPS) are used as a tool for learning. Teachers, staff and students are responsible for analysing the use of devices to enhance the aims and objectives of individual lessons. As with the use of all resources at FPS, the use of the school network carries responsibilities outlined in this policy. At FPS our digital technologies are intrinsic to learning programs.

Aims

- ICT learning and teaching reflects the Australian Curriculum Digital Technologies curriculum area, General Capabilities and Keeping Safe: Child Protection Curriculum (addressing cyber safety).
- Enable students to develop skills necessary to become autonomous, independent, creative and confident users of ICT as both a tool for learning and leisure.
- Enhance student learning across the curriculum including knowledge and understanding and enabling access on demand.
- Use ICT as a learning tool to help cater for a range of learning needs and disabilities.
- Develop and enhance connections between school and home, local community and the global community.
- Support teaching, learning and the management of the school.
- Help students to understand the addictive nature of devices and their social impact.

Cyber Safety

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

- Using filters 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/
- Providing ICT policy to all staff at the beginning of each year.
- Staff and students report inappropriate material or unsuitable sites and content to their class teacher as soon as possible.
- Reviewing emerging technologies for educational benefit and risk assessments are carried out before use.
- Participating in Cyber Safety workshops for staff, students and families as available.

Digital Citizenship

FPS educates students about the importance of digital citizenship and their responsibilities when entering an online environment. Demonstrating academic honesty when using digital resources 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
- 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 3-7

Looking after Yourself
- Choose online names that are suitable and respectful
- 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

Internet Use R-2
Teachers use previously viewed and deemed appropriate clips/sites within student learning time. Access is given to students by either specific web searches, URL addresses or links.

Internet Use 3-7
Teachers use previously viewed and deemed appropriate clips/sites within student learning time. 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.

Roles and Responsibilities

The safe and responsible use of digital technologies is everyone's responsibility.
Leadership
- Facilitate and promote the use of ICT across the curriculum, in collaboration with teachers
- Provide training to keep staff ICT skills and knowledge up to date
- Advise about and model effective teaching strategies using emerging technologies
- Purchase resources as per site ICT audit maintenance recommendations
- Ensure there is a current 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 FPS ICT Agreement
- Report any inappropriate material or use of ICT immediately to the teacher or principal.
- Leave mobile phones/devices in the front office during the school day.

Parents
- Ensure students fulfil their responsibilities as outlined above
- Supervise student use of the digital device when at home. It is recommended that digital devices 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.

School Server Access
The school server has been set up as an educational resource/tool and hence is only to be used to store educational resources and materials. Similarly school USBs are to be used to store materials related to the learning and teaching program.