



MACEDON PRIMARY SCHOOL ICT and INTERNET POLICY

1. POLICY STATEMENT

Information and Communications Technologies (ICT), including the internet, are now a fundamental part of life in a digital age. They also offer many potential benefits for teaching and learning.

Macedon Primary School has an important role in ensuring that students know how to use ICT appropriately and safely to access, manage and evaluate information, develop new understandings, and communicate with others in order to participate effectively in society.

2. AIMS

- To provide opportunities for all students to access and develop competencies with the broadest range of ICT in a safe and supported environment.
- To use ICT as tools that support and develop learning and enhance educational outcomes.
- To provide opportunities for all students to utilise appropriate aspects of the internet in a safe and supported environment
- To ensure students understand the school's expectations and their responsibilities when using ICT or the internet.

3. DEFINITIONS

At Macedon Primary School, ICT is defined as:

Any type of technology used with the purpose of communicating, recording or generating ideas, thoughts and understandings.

ICT includes, but is not limited to:

- Computer systems and applications such as email, and the internet
- Networks
- Electronic storage devices
- Mobile devices such as mobile phones and tablet devices.
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P file sharing
- Imaging tools such as video, still or web cameras and related software
- Audio tools such as audio recording devices, mp3 players and related software
- Fax and copying machines

4. GUIDELINES

4.1 Staff use of Macedon Primary School's devices and/or network to access the internet or any other ICT application, is governed by the Department of Education's (DET) [Acceptable Use Policy \(AUP\)](#) as amended from time to time.

4.2 Macedon Primary School is committed to safely and responsibly using digital technologies as an integral component of the learning and teaching programs. Refer to DET's policy on [Using Digital Technologies to Support Learning and Teaching](#).

4.3 Student use of Macedon Primary School's devices and/or network to access the internet or any other ICT application is governed by Macedon Primary School's Acceptable Use Agreement For Internet And Digital Technologies. Students will be made aware of behaviour which is not acceptable when using ICT. Students found to be in breach of expected behaviours will be dealt with as outlined in the student user agreement – see 5.4 Consequences of Improper Use below.

4.4 Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate etc) will not be tolerated by Macedon Primary School and consequences will apply to students in accordance with the Macedon Primary School Bullying and Harassment Policy / Procedures. Such behaviour will also receive consequences as identified in 5.4 Consequences of Improper Use.

4.5 Staff and student personal ICT devices should be stored in a safe and secure place as the school will not be held liable for loss, damage or theft.

4.6 Distribution of school owned devices to students and personal student use of the internet at school will only be permitted where students and their parents/carers have signed the Students User Agreement and any other relevant documentation (for example, netbook insurance, repair or maintenance).

4.7 The Department's AUP applies to all school staff and staff should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action as outlined in 5.4 Consequences of Improper Use.

4.8 Cameras, still and video (including mobile phone, ipods, iPads and netbook cameras) must only be used with the express permission of a staff member, and must not be used in private spaces for example changing rooms, toilets, gyms and swimming areas. Action will be taken against any student or staff member who photographs or films other individuals without their knowledge or permission as outlined in 5.4 Consequences of Improper Use.

4.9 Photographs, video or digital images of a student are considered "personal information" and therefore their use and disclosure are governed by the *Privacy and Data Protection Act 2014* (Vic) (**PDP Act**) and the Information Privacy Principles contained within it. Photographs, video and digital images of students may also contain copyright, and therefore may also be governed by the Copyright Act 1968 (Cth) (**Copyright Act**). To comply with the PDP Act, consent is required from parents/carers before schools can collect and use student photographs and film. In some instances, additional consent may be required to ensure compliance with the Copyright Act.

4.10 Macedon Primary School will exercise special care and diligence when photographing and filming Aboriginal and Torres Strait Islander individuals and communities. Premised on mutual respect, trust and the principle of free, prior and informed consent, the following will be discussed with the appropriate custodian/s prior to taking any footage:

- a clear explanation of the film or photo process
- proper information about the project, including the message, the medium and the audience
- all proposed and foreseeable uses of the material, including secondary uses
- the impacts of the material being disseminated
- timeframes
- any relevant intellectual property matters
- that the person can choose not to be photographed or filmed.

4.11 Teachers and staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent. Images should also be positive and empowered images to assist in the promotion of the rights of Aboriginal and Torres Strait Islander peoples. As with all students, written consent is required for the photographing or filming of any student of Aboriginal or Torres Strait Islander background.

5. RESPONSIBILITIES AND CONSEQUENCES

5.1 The use of the Macedon Primary School's ICT resources, including network, is subject to the DET AUP (for staff) and Macedon Primary School Acceptable Use Agreement For Internet And Digital Technologies (for students). The school's ICT resources can only be used for or in connection with the educational or administrative functions of the school.

5.2 This policy is intended to operate within and be consistent with existing school policies and procedures in areas such as:

- Bullying and Harassment Policy and Procedures
- DET Privacy Policy

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5.3 Responsibilities

It is the responsibility of each individual staff member or student to protect his/her password and not divulge it to another person. If a student or staff member knows or suspects his/her account has been used by another person, the account holder must notify a teacher or the administration as appropriate, immediately.

All messages created, sent or retrieved on the school's network are the property of the school. The school reserves the right to access and monitor all messages and files on the computer system, as necessary and appropriate. Communications including text and images may be required to be disclosed to law enforcement and other third parties without the consent of the sender.

5.4 Consequences of Improper Use

Any breaches of the Macedon Primary School Acceptable Use Agreement For Internet And Digital Technologies by students and staff can result in a number of consequences depending on the severity of the breach and the context of the situation.

Consequences may include one or more of the following:

For Students:

- removal of network access privileges
- removal of email privileges
- removal of internet access privileges
- removal of printing privileges
- removal of access to hardware, e.g. netbooks, iPads, cameras
- other consequences as outlined in the school's Bullying and Harassment Policy and Procedures
- a contribution to the cost of repairs or replacement of ICT equipment when damage is deemed to be intentional or as a result of reckless behaviour

For Staff:

Non-compliance with the Acceptable Use Policy will be regarded as a serious matter and appropriate disciplinary action may be taken. See Acceptable Use Policy for more information -

<http://www.education.vic.gov.au/school/principals/infrastructure/pages/acceptableuse.aspx>

Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action.

While the internet may be largely a self-regulated environment, principles of defamation law, privacy law and community standards still apply to communication and publishing via the internet or other electronic means. In addition to school consequences, there are legal sanctions for improper use of the internet and ICT.

6. LINKS

School Policy and Advisory Guide Links:

- [DET Using Technology to Support Teaching](#)
- [DET Schools and Cybersafety](#)
- [DET Acceptable Use Agreements and Consent](#)
- [DET Duty of Care and Supervision](#)
- [DET Using Social Media](#)
- [DET Students Using Mobile Phones](#)
- [DET Photographing and Filming Students](#)

Other school policies which are connected with this policy are:

- Macedon Primary School Bullying and Harassment Policy and Procedures
- Macedon Primary School Supervision and Duty of Care Policy and Procedures
- DET's Privacy Policy

7. REVIEW

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This policy will be reviewed biannually or more often if necessary due to changes in legislation, new technologies, policy or local circumstances.

Appendix A to be updated annually.

APPENDIX A

Macedon Primary School ICT Vision

Macedon Primary School will facilitate student learning of digital technologies through exploration, interaction, problem-solving, immersion and demonstration. New technologies provide engaging, interactive and experiential learning that is socially connected and collaborative.

Digital technologies will be used extensively to enhance the learning experience of our school community and to develop students who are information literate, self-directed and committed to life-long learning.

Information and Communications Technology at Macedon Primary School

At Macedon Primary School, we are committed to the use of learning technologies to improve teaching and learning. The following resources enable us to provide an ICT rich curriculum:

Netbooks:

The school currently has 55 netbooks. A 1:1 program is run within the 5/6 area with students in these year levels leasing the netbooks. 12 netbooks are housed in the 4/5 classroom where they are used by the Grade 4 students

Laptops:

A class set of laptops is held on three trolleys within the school. These laptops are rotated throughout the F-4 classrooms. Each classroom has access to these laptops for a minimum of 2 sessions per week.

Classroom Computers:

Each of the F-4 classrooms contain 4 classroom computers. These computers may be in desk top or laptop form.

iPads:

In 2015 the school purchased 9 iPads. This number is set to be added to in 2016. The iPads are used throughout the school on a rotation basis similar to the laptop trolley. In particular, the Junior School (F-2) utilise these iPads to enhance literacy and numeracy sessions.

Interactive Whiteboards

All 11 classrooms within the school contain Promethean interactive whiteboard.

Printers and Photocopiers:

There are 6 printers within the school as well as 2 photocopiers. Each of the 5 double classrooms shares a printer and the sixth printer is located in the library. The 2 photocopiers consist of a teacher resource photocopier housed outside the staffroom, as well as an administration photocopier.

Technical Support:

Macedon Primary School has a computer technician allocation of 5.5 hours per week.