



ICT Policy

1.0 Rationale

Cheltenham East Primary School (CEPS) provides Information and Communications Technology (ICT) facilities that enable the students to learn in a smart, safe and responsible learning environment. Our school incorporates up to date technologies to build upon teachers' and students' skills and knowledge in today's developing society. Computer programs and internet usage is widely spread throughout the school's curriculum so that all students are able to become capable and confident users of modern technologies, creating a generation of young people equipped to be smart, safe and responsible users.

2.0 Goals

For our students:

- To use digital resources responsibly in a safe and supported environment.
- To become independent users of digital resources.
- To have access to additional resources to consolidate student learning.
- To develop age appropriate skills.
- To have access to digital resources which provide valued experiences aligned with curriculum requirements and an evolving society.
- To complete the Acceptable Use Agreement (see Appendix 1) annually. Access will be denied until signed agreement is returned.
- To be aware of cyber safety and harm from inappropriate actions.

3.0 Implementation

- The ICT domain is an essential component of the Interdisciplinary Learning strand of the AusVELs and will therefore be delivered age appropriately, supported by AusVELS learning focus statements.
- Students at CEPS will experience the sequential ICT program planned at all levels as embedded in all subject areas and taught by teachers throughout the school.
- Learning opportunities will be provided that cater for the identified needs of each student.
- Teachers will be provided with relevant resources from DEECD to support ICT planning and are required to work with their respective teams to develop and implement the ICT program fully and effectively.
- Teachers will continue to develop their ICT skills through professional development.
- Teachers will ensure that prior to a student using digital resources, the Acceptable Use Agreement is signed by the student and his/her parent or guardian. This Acceptable Use Agreement is required to be completed and returned on an **annual** basis and kept by teachers in their classrooms for the duration of the year.
- Teachers will ensure that students adhere to the Acceptable Use Agreement. They must document any breaches, and follow through with consequences when required.
- Teachers must report any incidents of bullying/cyber bullying in the eSmart Incident Report Folder which is housed in the principal's office.
- Teachers are responsible for the safe and secure storage and transport of all ICT resources including laptops, mobile devices. Students are to carry a laptop with



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nothing else in their hands. The lid is to be closed, they are to hold it in two hands gripping it with thumbs on top.

4.0 Resources

Student Expectations and Consequences as in Wellbeing Policy

Acceptable Use Agreement for use of Internet and Digital Technologies

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eSmart Incident reporting folder (cyber safety related)

Proforma Report for Unacceptable ICT Use (Parent notification-breach of agreement not cyber safety related)

5.0 Evaluation

eSmart Committee meetings

ICT Committee meetings

The ICT Policy will be reviewed biennially.

6.0 End of Document



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Appendix 1

eSmart ICT ACCEPTABLE USE AGREEMENT

Name:

Grade:

Respect the resources, use them properly and they'll keep working for you.

Cyber Bullying is taken seriously and will not be tolerated.

Conditions of usage:

I agree that:

- I must be patient and allow time for applications to open.
- I must log on using only my class “user name”.
- I must use my own “user name” when accessing internet sign in programs
- I will only save appropriate files for my school work.
- I will only download items related to my school work.
- I will take care when printing and limit the number of printed copies to avoid high costs.
- Network facilities, including the internet, are to be used for school work purposes only.
- Educational games that are used at school are only to be used with teacher permission.
- All plugs and leads to the computers are to remain as found.
- I will handle, carry and use digital resources safely to avoid damage and harm.
- I will use digital resources safely to avoid damage and harm.
- I will not change settings on the computers.
- Food and drink should be kept away from computers at all times.
- When I finish using a digital resource, I will log off correctly and leave the room/working area in a neat and tidy state. Failure to log off correctly may result in missing out in the future.
- I will report any inappropriate website I find by accident and leave it immediately.
- The content of my communications, eg. email messages, blogs and downloads must be appropriate and respectful at all times.
- I will only play music with my teacher’s permission.

I have read the conditions of usage and understand their purpose and will abide by them. I acknowledge that Cyber Bullying is taken seriously and will not be tolerated. I realise that inappropriate use of any resources will result in consequences which include loss of privileges.

Student Signature:

Parent Signature:

Teacher Signature: