

NWPS ICT Policy

North Woodvale Primary School ICT Appropriate Usage Policy



Rationale

We currently live in a digital age with rapid and continuous changes in the ways that people share, use, develop and communicate with ICT. Young people need to be highly skilled in the use of ICT to become active citizens of the 21st Century community. To participate in a knowledge-based economy and to be empowered within a technologically sophisticated society now and into the future, students need the knowledge, skills and confidence to make ICT work for them at school, home, work and in their communities.

In the Australian National Curriculum, technologies are covered under its own learning area, as well as being a general capability to be integrated across all subject areas. Students need to learn to use ICT effectively and appropriately to access, create and communicate information and ideas, solve problems and work collaboratively in all learning areas at school, and in their lives beyond school. The curriculum outcomes involve students learning to make the most of the digital technologies available to them, adapting to new and innovative services as technologies evolve and limiting the risks to themselves and others in a digital environment.

At North Woodvale Primary School, we endeavour to provide opportunities and teach skills and understandings to ensure students gain an educational benefit from ICT while reducing the risks relating to global access.

Definitions

Information and Communication Technology (ICT)

- refers to technologies that allow access to information and ways to communicate information including hardware, software and systems.

ICT Services

- refers to the school's network, wireless access and internet.

Devices

- refers to ICT hardware including iPads, tablets, digital cameras, smartboards. PCs etc.

Internet

- refers to a global network system that allows data to be transferred around the world.

Cybersmart

- refers to the term used to describe positive choices made by online users to be cyber safe.

Cybersafety

- refers to the safe and responsible use of ICT and its services.

Social Media

- refers to any sites that allow sharing and comments of a social nature.

Purpose

The purpose of this policy statement is to provide a reference and guidance to students, staff and parents on the acceptable use of all ICT at North Woodvale Primary School.

Responsibilities

Staff

- Staff are to make themselves aware of their responsibilities for supervising student use of online services as laid out by the Department of Education Students Online Policy.
- Staff are to ensure students are provided with appropriate supervision when using ICT services at school.
- Purposeful use of ICT services will be incorporated into the students' learning programs in all classrooms and across all learning areas.
- ICT services are provided for educational and behavioural purposes only.
- Written permission from parents or guardians must be obtained before video recordings or photographs are published online.
- The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed through ICT at North Woodvale Primary School by students.
- Teachers must advise students not to reveal personal information about themselves or other people on the internet.
- Teachers must teach students the appropriate use of ICT services and to be 'cyber smart'.
- Teachers must be aware of the steps to take and advice to give if students notify them of inappropriate content or unwelcome online activity. Refer to the Department of Education Students Online Policy.

Students

- Students should take personal responsibility when using the school's ICT services within a school environment. Students are responsible for their own behaviour and choices including material accessed and language used.
- Students must never knowingly allow others to use their personal online services account.
- Students will not break copyright law by copying another person's work.
- Students will not copy ideas or work from the internet and pass it off as their own.
- Students will not interfere with computer settings, databases or the work of any other student.
- Students will not download any programs or applications without the permission of their teacher.
- Students will not put any details about themselves or any other person onto the internet.
- Students will not send e-mails unless given permission by their teacher.
- Students must immediately bring to the teachers' attention any unwanted content or inappropriate messages.
- Students will not participate in unauthorised live chat groups, social media or inappropriate games.
- Students must not access YouTube unless given permission.
- Any student who attempts to deliberately seek out, create or receive material that is racist, sexist, abusive or offensive will have their access denied for periods from 1 week to 12 months.

Parents

- The responsibility for setting and conveying the standards that students are expected to follow when using media and information resources, is one the school shares with parents and guardians.
- Parents will sign an Internet usage agreement when their child enrolls at the school.

- Parents can access the Student Internet Usage Policy on the School website or request a hard copy.

Procedures

1. North Woodvale Primary School is committed to ensuring all students are aware of the standards for the use of ICT within the school environment. Students and parents read and sign the “Acceptable Usage Agreement” document that clearly outline the expected behaviour when using ICT at school. Consequently, unacceptable use will not be tolerated under any circumstances and further education and disciplinary action will be taken against any student who breaches these agreements.
2. North Woodvale Primary School teaches Cybersmart behaviours as part of the ICT and Health program and on a needs basis. Cybersmart is the government online safety resource <http://www.cybersmart.gov.au>
3. North Woodvale Primary School provides parent/guardian information through class notes, school newsletters and other forms of communications.
4. North Woodvale Primary School is committed to regularly updating this policy every three years.

Mobile Electronic Devices

- Students who bring devices to school will hand them into the care of the class teacher to be stored securely.
- No calls or text messages are to be made or taken during school time. Calls to and from parents are to be directed through Administration.
- The school will not be responsible for the loss, misuse or damage of privately owned electronic devices, or any other valuables.
- Any school-owned mobile devices must be treated with the utmost care and respect at all times. Any damage must be reported to the classroom teacher or ICT coordinator immediately.

Email monitoring

All students and parents should be aware that North Woodvale Primary School and the Department of Education (DOE) Western Australia (WA) may monitor student email. All students in DOE Schools in WA are subjected to this filtering. School administration and teachers can deny access to students found to be using the DOE email service inappropriately.

Internet Use

The Education Department of Western Australia filters the internet for inappropriate sites and blocks them from student access. However, the system is imperfect and as such, students and parents should be aware that all internet traffic is monitored and logged. Safe internet use also requires students to make responsible decisions about their internet usage.

Legal Implications

Users are advised that the inappropriate use of electronic information can be a violation of State and Federal laws. Please make yourself aware of the statutes that are applicable to your use of the School ICT facilities.

Important Statutes that Are Applicable to Students

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce,

copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Equal Opportunity Act 1984 (WA)

This Act precludes:

1. Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education.
2. Sexual harassment and racial harassment in the workplace and in educational institutions, and
3. Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

Criminal Code 1913 (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication, eg. 'hacking' or infecting computer systems with a virus, are illegal.

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

Students who do not abide by the Code of Conduct will have their ICT usage denied in accordance with the North Woodvale Primary School ICT Appropriate Usage Policy.

NWPS ICT Policy



ICT INFORMATION AND PERMISSION PACKAGE YEARS 3-6

Dear Parent / Guardian,

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites in a school environment;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the Acceptable Usage Agreement form. Please go through and explain all of the dot points in the Acceptable Usage Agreement to ensure that your child understands the content before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You need to be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the [*Freedom of Information Act 1992*](#).

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours sincerely

Andrew Schmidt

Principal

30th January 2022

ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS 3-6)

If you use the online services of the Department of Education you must agree to the following rules:

- I will use the school computer only with the permission of a teacher.
- I will follow all instructions from school staff when using school computers and other ICT devices.
- I will not let anybody else know my password.
- I will not let others logon and/ or use my online services account unless it is with the teacher's permission.
- I will not access other people's online services accounts.
- I know that I am responsible for anything that happens when my online services account is used.
- I will tell my teacher if I think someone is using my online services account.
- I know that the school and the Department of Education may see anything I send or receive using email or online file storage services.
- I will make sure that any email that I send or any work that I wish to have published is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).
- If I use other people's work (including items taken from the Internet) as part of my own research and study I will always acknowledge them.
- I will obtain permission from the copyright owner for the use of their works if I included them as part of a portfolio for employment, entry for a competition or any other uses other than for private research and study.
- If I find any information that is inappropriate or makes me feel uncomfortable I will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.
- I will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

I understand that:

- I will be held responsible for my actions while using online services and for any breaches caused by allowing any other person to use my online services account;
- The misuse of online services may result in the withdrawal of access to services and other consequences outlined in the School's policy; and
- I may be held liable for offences committed using online services.

I agree to abide by the Acceptable Usage Agreement for school students.

I understand that if I am given an online services account and break any of the rules in the agreement, it may result in disciplinary action, determined by the principal in accordance with the Department's *Behaviour Management in Schools* policy.

Name of student: _____

Signature of student: _____

Date:

Office use only: Date processed: / /

Processed by (initials):

Note: *This Agreement should be filed by the Administration and a copy provided to the student.*

NWPS ICT Policy



ICT INFORMATION AND PERMISSION PACKAGE YEARS K-2

Dear Parent / Guardian,

Our school provides access to online services provided by the Department of Education. These increase the range of teaching tools available to staff and enhance the learning opportunities available to students.

I am writing to you to seek approval for your child to be given access to these online services. This will involve the school using the student's full name, preferred name, class and year to access their unique online services account.

The Department's online services currently provide:

- individual email accounts for all students and staff;
- access to the Internet, with all reasonable care taken by schools to monitor and control students' access to web sites in a school environment;
- access to the online teaching and learning services such as web-conferencing, digital resources and online learning activities;
- access to online file storage and sharing services; and
- access to Portal services from home if the home computer is connected to the Internet.

If you agree to your child using these online services, please complete the permission slip attached to this letter and have your child sign the Acceptable Usage Agreement form. Please go through and explain all of the dot points in the Acceptable Usage Agreement to ensure that your child understands the content before the permission slip is signed. Both signed documents should be returned to school so that an online services account can be created for your child.

Please note that while every reasonable effort is made by schools and the Department to prevent student exposure to inappropriate online content when using Department provided online services, it is not possible to completely eliminate the risk of such exposure.

You should be aware that the Department has the right to review, audit, intercept, access and disclose messages created, received or sent over Department online services. Logs of email transactions and Internet access data are kept for administrative, legal and security purposes and may be monitored. Similar to other corporate records, emails and Internet access records are discoverable in the event of legal action and are subject to provisions of the [*Freedom of Information Act 1992*](#).

You should also be aware that general Internet browsing not conducted via the Department's network is **not** monitored or filtered by the Department. The Department encourages close family supervision of all Internet use by children in locations other than school, and strongly recommends the use of appropriate Internet filtering software.

Yours sincerely

Andrew Schmidt

Principal

30th January 2022

ACCEPTABLE USAGE AGREEMENT (PRIMARY STUDENTS YEARS K-2)

I agree to follow the online rules set out below when I use the Department provided online services:

- I will ask the teacher first before using the school computer or device.
- I will not give my password out to others.
- I will not let other people logon and/or use my account without checking with the teacher first.
- I will tell the teacher if I think someone is using my online account.
- I will tell the teacher if I see anything that makes me feel uncomfortable or that I know I should not access or view at school.
- I will only use material from the Internet if I have asked the teacher.
- If I download material or pictures from the Internet I will say where it comes from.
- I will not give out my name, phone number, address, name of the school, photographs or other details about myself or others when online without checking with the teacher first.
- I will take care when using the computer equipment and will not change the computer settings.
- I will not use the school computers to be mean, rude or unkind about other people.

I understand that:

- If I use the Internet or my online account in a way that I should not, then I may not be able to use these in the future.
- I may be liable for misuse of the computer and the police may be contacted.

I agree to abide by the *Acceptable Usage Agreement* for school students.
I understand that if I am given an online services account and break any of the rules in the agreement that the principal may take disciplinary action in accordance with the Department's *Behaviour Management* policy.
in _____ Schools

Name of student: _____

Signature of student: _____

Date: _____

(and/or parent / responsible person)

Office use only: Date processed: / /

Processed by (initials):

Note: *This Agreement should be filed by Administration and a copy provided to the student.*

APPENDIX H REQUESTING CONSENT TO DISCLOSE PERSONAL INFORMATION TO THIRD PARTY SERVICES (BUNDLED CONSENT)

The following third-party services are being used in our school. These services require us to share some personal information about your child and **require you to provide consent for each service** before we do so.

Please contact the school if you have any queries.

Name of Service	Type of service	What do I need to know	Further information
GOOGLE G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger). https://www.google.com	Productivity tools References & Resources	Parent consent for students under 13 years must be obtained in order to comply with the vendor's Terms of Service. This service enables students to upload content. Teachers will supervise students to ensure they only upload personally identifiable content, including photos, that are required.	Information provided: Student name, student email, student work, profile or other photos (optional) and videos (if users decide to store videos in Google drive). How the information is used: G Suite Core Services (like Gmail, Calendar, and Classroom) and Additional Services (like YouTube, Maps, and Blogger).
Mathletics https://www.mathletics.com/au/	Mathematics Teaching and learning	Excerpt from Privacy Policy " <u>Hall of Fame leaderboards</u> : 3P Learning strives to provide a highly engaging Site for students. Given students have indicated their strong preference for their name to be shown publicly on our Sites in recognition of their achievements, we allow this – but we do not allow full names (i.e. First Name and Surname) to be shown publicly. In addition, all administrative user access to any Site permits the partial (to initials only) or full anonymising (by use of a pseudonym) of names, where preferred by the user. If you have any questions about the Hall of Fame and managing the information that is disclosed, please contact us."	Information provided: Student name, school, student email, student password, class details, student work and student performance. How the information is used: Provides students with access to online mathematics learning tool and online mathematics competitions.
PAT (ACER) https://www.acer.org/au/pat	Assessment and Testing	Parent consent for students must be obtained in order to comply with	Information provided: Staff/teacher: name, email,

		the vendor's Privacy Policy or Terms of Use.	<p>Student: name, date of birth, work/content, gender, grades or performance data, other data</p> <p>Parent: name, contact information</p> <p>How the information is used:</p> <p>Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas.</p>
<p>Seesaw https://web.seesaw.me</p>	<p>Class communication Teaching and Learning</p>	<p>Parent consent for students must be obtained in order to comply with the vendor's Privacy Policy or Terms of Use.</p> <p>This service enables students to upload content. Teachers will supervise students to ensure they only upload personally identifiable content, including photos, that are required.</p>	<p>Information provided:</p> <p>Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos.</p> <p>How the information is used:</p> <p>This service is a digital portfolio and communication platform.</p>
<p>Reading Eggs https://readingeggs.com.au</p>	<p>Reading Teaching and learning</p>	<p>Parent consent for students must be obtained in order to comply with the vendor's Privacy Policy or Terms of Use.</p>	<p>Information provided:</p> <p>Student Username and password, student name, student email, school, class details, school year and student work.</p> <p>How the information is used:</p> <p>Support child's learning to read with online reading games and activities that are easy to follow, self-paced, and engaging for young children.</p>
<p>ThatQuiz https://www.thatquiz.org</p>	<p>Teaching and learning</p>	<p>This service enables students to upload content. Teachers will supervise students to ensure they only upload personally identifiable content, including photos, that is required.</p>	<p>Information provided:</p> <p>Student name (non-identifying available), student email (optional), school (optional), class</p>

			<p>details (optional), school year, student work and grades or performance.</p> <p>How the information is used:</p> <p>Enables students to access online maths test activities.</p>
<p>Explain Everything</p> <p>https://explaineverything.com/education/</p>	<p>References and Resources</p> <p>Teaching Aids and Equipment</p>	<p>Parent consent for students must be obtained in order to comply with the vendor’s Privacy Policy or Terms of Use.</p> <p>This service enables students to upload content. Teachers will supervise students to ensure they only upload personally identifiable content, including photos, that are required.</p>	<p>Information provided:</p> <p>Name of subscription owner, school name, email address of subscriber, remainder of the group do not require email address, student log in, address (for billing data), student work/content (projects uploaded to Explain Drive), profile or other photos (optional) and videos (when uploaded by user only).</p> <p>How the information is used:</p> <p>Enables users to create presentations using video, notation and audio recording. Students and teachers can share thoughts and ideas in real time.</p>
<p>Padlet</p> <p>https://padlet.com/</p>	<p>Teaching and Learning</p> <p>References & Resources</p>	<p>Parent consent for students must be obtained in order to comply with the vendor’s Privacy Policy or Terms of Use.</p> <p>This service enables students to upload content. Teachers should supervise students to ensure they only upload personally identifiable content, including photos, that are required.</p> <p>The commercial version allows links to Padlet to be shared on their respective social media platforms. Please ensure that access is turned off or that an appropriate privacy and security assessment of the</p>	<p>Information provided:</p> <p>Student name, school, student work, profile or other photos (optional) and videos(optional).</p> <p>How the information is used:</p> <p>Online “bulletin “board, where students and teachers can collaborate, reflect, share links and pictures.</p>

		social media platform has been completed.	
Smiling Mind https://www.smilingmind.com.au	Mental Health	Parent consent for students must be obtained in order to comply with the vendor's Privacy Policy or Terms of Use.	Information provided: Student name, student email, date of birth, school, class details, school year, behaviour and gender. How the information is used: This is a mindfulness meditation to assist in good mental health practices.

I consent to my child's information being provided, if required, to each of the above service providers until the end of his/her schooling at North Woodvale Primary School.

Parent/Guardian Name:	Student Name:
Date:	Student Year Level:
Signed:	