Mossgiel Park Primary School
ICT Acceptable Use Policy

Rationale:

The use of Information and Communications Technology (ICT) is an important and integral part of the work done in schools. Mossgiel Park Primary School (MPPS) 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.

Definitions:

For the purpose of this policy, Information and Communication Technologies (ICT) are defined as being any electronic devices or applications which allow a user to access, receive, record, copy or send information as text, images, audio or video. 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, tablet devices;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts, instant messaging systems, and P2P (Peer to Peer) 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; and
- Fax and copying machines.

Aims:

- To ensure safe, legal and confidential use of the school's ICT services and facilities; and
- To inform students, staff, parents and interested community members of their rights and responsibilities in relation to the use of ICT at MPPS.

Implementation:

- All students, staff and visitors are expected to be familiar with this policy and to be responsible users of ICT;
- Upon enrolment all students and their parents or guardians are to be informed of their rights and responsibilities in relation to the acceptable use of ICT through MPPS's 'Cyber Safety Use Agreement'. All parties will sign this agreement before being permitted to use the school's ICT services and facilities;
- MPPS is committed to safely and responsibly using ICT as an integral component of the learning and teaching programs. Refer to DET policy on Using Digital Technologies to Support Learning and Teaching[1];
- Students will be made aware of behaviour which is not acceptable when using ICT and the Student Engagement and Inclusion Policy and behaviour management guidelines will apply to breaches of expected behaviour;

---

[1] See http://www.education.vic.gov.au/school/principals/spag/curriculum/Pages/techsupport.aspx

- Access to the Internet will be restricted to approved sites through the school's internal and DET external filtering systems;
- Cyber safety is to be given major consideration at all times (please see 'Cyber Safety and Anti-Bullying Policy');
- Cyberbullying and using ICT for inappropriate purposes (such as viewing/posting/sharing inappropriate or unlawful content; using ICT to harass, threaten or intimidate) will not be tolerated and consequences will apply to students in accordance with the Student Engagement and Inclusion Policy and behaviour management procedures;
- 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;
- 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/guardians provide written acknowledgement that students agree to act in accordance with the conditions of loan and standards of conduct established in the MPPS "Cyber Safety Use Agreement" for students;
- Cameras, still and video (including mobile phone cameras) 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;
- 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 (Copyright Act). To comply with the PDP Act, consent is required from parents/guardians 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. See MPPS 'Photograph and Internet Publishing Agreement'.
- Prior to publishing photos, videos or work on the Internet, parents will sign a 'Photograph and Internet Publishing Agreement' consenting that children's work, first names and photos may be used. This will become part of the enrolment procedure and be included as part of the enrolment pack;
- MPPS will exercise special care and diligence when photographing all individuals and members of our school community;
- Use of ICT to engage in behaviour that amounts to bullying, harassment or unlawful discrimination is prohibited and may result in disciplinary action; and
- 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.

Responsibilities of Staff

- Staff use of MPPS devices and/or network to access the internet, or any other ICT application, is governed by the DET's Acceptable Use Policy, as amended from time to time[2];
- The DET's Acceptable Use Policy applies to all school staff, and every staff member should be familiar with the content of that policy. Breaches of this policy may result in disciplinary action;
- MPPS staff must not use any materials for purposes or uses other than that for which individuals have provided their free, prior and informed consent;
- MPPS staff will complete DET professional learning as required; and

---

[2] See http://www.education.vic.gov.au/Documents/school/principals/infrastructure/ictacceptableusepolicy.pdf

- The school's computer network, Internet access facilities, computers and other school ICT equipment/devices are for educational purposes appropriate to the school environment. Staff may also use school ICT for professional development and personal use which is both reasonable and appropriate to the school environment. This applies whether the ICT equipment is owned or leased either partially or wholly by the school, and used on or off the school site.

Responsibilities of Students

- Use the equipment with care and respect;
- Follow teacher instructions regarding the use of the Internet;
- Use the Internet appropriately and for purposes related to classroom work; and
- Use work files at both home and school as required.

Responsibilities of Parents

- Parents are encouraged to have appropriate security measures on home PC;
- Parents are encouraged to educate themselves regarding the safe use of ICT by their children, especially in relation to social media; and
- Parents are encouraged to supervise their children's use of ICT and to respect the rules and or legal requirements regarding the use of particular websites (i.e. Facebook) or other forms of ICT.

This policy is intended to operate within, and be consistent with, existing school policies and procedures including:
- Student Engagement and Inclusion policy;
- Cyber Safety and Anti-Bullying Policy; and
- Managing Student Behaviour (Discipline) Policy.

Evaluation:
- This policy will be reviewed as part of the school's three-year review cycle.

This policy was last ratified by School Council on the 29th of October, 2019