Information Communication and Technology USER POLICY

Rationale
Our students have access to Information and Communication Technologies at school including access to our school network of computers, the Internet, digital cameras, DVD and video. We consider that the use of these technologies has the potential to enhance teaching and learning of staff and students. All members of the school must share the responsibility for the maintenance and careful use of computers and other equipment at all times. We have set rules outlining our expectations for everyone involved in the use of these facilities.

Aim
• To improve student learning outcomes by increasing access to world-wide information
• To develop skills in discriminate and effective internet usage
• To partake in collaborative learning experiences

Bendigo S.D.S guidelines for Network Usage:
All users are expected to abide by the accepted rules of the network.
ICT user rules:
- Hands should be clean when using any Learning Technologies;
- Students are not permitted to have food or drink near any Learning Technology equipment;
- Log on using only usernames and passwords given to the individual;
- Always log off before leaving the computer;
- Students only use the programs they have created or been directed to access, unless instructed otherwise;
- Respect peoples’ privacy;
- Modifying settings (eg screen savers, shortcuts etc) is not allowed unless permission is given by a teacher;
- Student work must be deemed suitable for publication and/or printing by the teacher before doing so. This includes multi media, web publishing and email.

Care of Hardware and Software

- The DEECD Technician and Bendigo Special Developmental School ICT Leading Teacher maintain the Network, and to maintain a Standard Working Environment, all software to be permanently loaded on the network must go through these people.
- Transfer software between school and student’s homes without permission is not allowed.
- Machines connected to the network must have virus updates periodically.
- All schools purchased hardware must go through the asset register before use.
- Any equipment location to be permanently moved must go through the asset register.
- Computers, monitors, keyboards, mouse, scanners, printers and associated working areas should be wiped down with a dry cloth periodically. This can be performed by classroom staff teams.
- Digital /video cameras and other portable learning technologies should be stored in their appropriate location at the end of each day.
Guidelines for Internet Access and Duty of Care:

At Bendigo Special Developmental School, the Internet is an important resource and our provision of Internet Access is based on responsible use of the Internet for learning programs.

Bendigo Special Developmental School staff are committed to educating students about the safe and responsible use of the Internet. Access to the Internet is viewed as a privilege. Users breaking the rules will not be permitted to use the school’s facilities for a period of time. While we are able to ensure a level of safety through filters which block inappropriate websites and monitoring of student use of our systems, there will always be the possibility that students may access inappropriate material via the Internet or e-mail to communicate in an inappropriate manner.

Signed parent and student consent is required to be completed in order to gain access to the internet, e-mail or to publish work, photos, names or videos on the internet.

Responsibilities of System Administrator
- Reviewing user statistics & filtering tools, blocking access to inappropriate sites where necessary
- Monitor and update the network’s anti-virus software
- Manage & monitor user accounts, internet history & email use, and printing
- Inform leadership staff of any misuse of the Internet & Email service
- An internet coordinator will be appointed, who will liaise with staff and the technical support technician to manage maintenance of the school’s web site, web filters, and all other issues related to internet access by students.

Responsibilities of Staff
- Discuss the contents of this policy in detail before permitting students to use Internet facilities
- Develop student skills & knowledge of ICT
- Preview topic specific sites for students prior to commencing Internet use
- Provide adequate supervision for students whilst accessing Internet resources
- Follow up on inappropriate use of ICT hardware and software and Internet use.
- Teachers shall be responsible for making sure work is screened for accuracy, appropriateness, grammar, and spelling prior to publishing on the school website or the global classroom.

Responsibilities of Students
- Access school computers, the internet and printers using only their own user accounts.
- Use computers, software, the Internet, scanners, digital cameras and video cameras for classroom projects.
- Access the Internet with teacher permission.
- Refrain from downloading graphics, sound or video files, or software without the direct permission of a teacher, for use in a class project.
- Ask an adult before printing material, especially from the Internet.
- Immediately notify an adult if by accident they encounter inappropriate materials.
- Observe copyright laws – Use the Internet as a source or a guide for information.
- Refrain from using e-mail or the internet in a way that harasses other students.
- Be prepared to be accountable for actions and for the loss of privileges.
Responsibilities of Parents/Guardians

- Parents will be aware of many issues related to appropriate use and Internet safety which occur while students are using computers at home.
- Some of these issues include using internet chat rooms and instant messaging with unknown people, accessing inappropriate material from the world wide web, use of internet games or hot mail accounts in inappropriate ways, creation of personal websites which give information about self or fellow students, thus putting self or others at risk.
- We advise parents to closely monitor the use of the Internet at home and provide advice about how to ensure internet safety for children.

Guidelines for students using personal mobile phones, iPod or other mobile device:

- Behave according to the school’s Code of Conduct.
- Keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and not give out my password.
- Use it for learning purposes, or purposeful leisure, as directed by my teacher
- Act responsibly and not use the device to find, create or send information that might be harmful, inappropriate or hurtful to me or anyone else.
- Turn off mobile phones during class times, unless directed by teachers, and only seek permission to use it outside of class times.
- Mobile phones are not to be used as cameras at school, unless directed by teachers.
- Protect the privacy of others and never post private information about another person using SMS messages.

Publishing on the Internet: (i.e. On the School Web Page)

- No Individual or group photographs that can identify a student or staff member are to be posted on the school website.
- First names or initials may be published in the school, classroom or unit newsletters.
- Copyright laws must be adhered to.
- The upload of web pages must go through the system administrators.

- EMAIL User Rules:
  - Students are to use normal, polite and considerate language when using email to send and receive messages.
  - Students will ensure that any email they send does not contain inappropriate content.
  - Students must gain permission before sending any email.
  - Student may not send personal information (address, phone numbers etc) via school email.
  - Teachers have the right to review any material accessed or saved.
COPYRIGHT:

- Laws of copyright must be obeyed:
- If work is to be published only within school then materials copied from other sources need to be referenced in a bibliography or reference list.
- If work is to be published on the Internet, permission must be gained from the owners of any material copied or used within the work.
- All software applications must also be used within the copyright laws.
- If in doubt about what is permitted at any time, students should ask a teacher.
Student Internet User Policy

SHARED ROLES & RESPONSIBILITIES

Please ensure all responsibilities are clearly understood before signing.
Rationale
The provision of Internet Services at Bendigo Special Developmental School will expand the range of teaching and learning resources available to staff and students for the purpose of improvement in learning outcomes. It is a valuable and expensive resource that needs to be managed well to optimise its effectiveness. The purpose of this policy is to assist all school users in becoming aware of information, obligations and procedures that need to be followed to ensure its effective use.

Guidelines
Access Provision and Appropriate Use
- The primary use of the Internet is for curriculum purposes, independent research and the transfer of information relevant to the goals of the school and achievement of improved student outcomes. Netscape is the Internet provider employed by DEECD and any inappropriate websites are instantly blocked by their filter system.

- The use of the Internet should be fair and equitable, legal and ethical and should be consistent with existing policies of the school and DEECD.

- At Bendigo Special Developmental School, students may be asked to access the Internet to locate information and communicate via e-mail as part of their classroom studies.

- The Internet can only be accessed by students under direct supervision of Staff. On no account are students to access the Internet without staff in the same room.

- It will be each class teacher’s responsibility to ensure that Students are aware of the responsibilities and obligations of Internet usage. (Appendix 1)

- Students who deliberately abuse the Acceptable Use Agreement will be subject to school disciplinary procedures that may include the loss of user privileges.

- A copy of the school’s INTERNET ACCESS ETHICS STATEMENT and GUIDELINES will be forwarded to all parents. (Appendix 2)

- A Media Release Permission form will be forwarded to parents. (Appendix 3)

Conclusion
This policy has been developed so that students, parents and staff are fully aware of the implications of accessing the Internet and that every effort is made to ensure that access to these resources will be for appropriate educational purposes.
Appendix 1

Bendigo Special Developmental School

Student Acceptable Use Agreement

The use of the Internet at Bendigo Special Developmental School is a privilege. It is to be used for educational purposes only.

Rules for the school computers.

Clean and dry hands.

No food or drink near the computer.

Touch the keyboard and mouse carefully.

The computers belong to school. We share and take turns with others for computer time.

I will have access to the internet at school when teachers are in the room.

When sending electronic messages I need to use my manners.

I should not give my surname, home address or phone number on the internet.

No publishing of personal photographs about me or my family and friends.

By going through this agreement with my teachers, I am saying that I understand the above rules for using the Internet and will obey them. If I do not obey them, I know that I may be disciplined including losing the privilege of using the Internet.

Student Name (Print): _______________________

Staff Signed: ______________________

Appendix 2

*Bendigo Special Developmental School*

Dear Parent(s) or Guardian(s):

Your son or daughter will have access to the worldwide network called the Internet. The reason for using the Internet is to participate in curriculum projects developed by your child's teachers. Your son or daughter will reach this worldwide network through a computer account provided by Bendigo Special Developmental School.

The purpose of this letter is to give you information about the Internet Access Ethics Statement and Guidelines that Bendigo Special Developmental School will use. The policy is described below.

We ask you to review this policy with your child and to sign the consent form. Your child’s teacher has already discussed this policy with your son or daughter.

If you have any questions about the network curriculum activities, please call your child's teacher. If you would like more information, please contact the school.

INTERNET ACCESS ETHICS STATEMENT and GUIDELINES

• The Internet is a worldwide telecommunications network. There are hundreds of resources on the Internet. You will find libraries, government agencies, universities, discussion groups, software, technical information, as well as the 20 million people who are part of this worldwide network. The purpose of a student password is to allow students to take part in the curriculum activities, at Bendigo Special Developmental School.

• Bendigo Special Developmental School will monitor student use of network resources. Monitoring will include tracking the amount of time spent using these resources.

• Students are expected to exercise responsible behaviour when on the network.

• Using your network account for non-school related activities is not acceptable.

• Using unauthorised copies of commercial software is not acceptable.

• Copying software provided by Bendigo Special Developmental School is not acceptable.

• Students are expected not to disclose home addresses, phone numbers or personal details via any Internet service.

• Violating the above guidelines and prohibitions will result in losing your network privileges.

• Student photographs will not be published without parental approval.
Throughout your child’s schooling there will be many ‘media moments’ that will occur relating to school programs, activities or events.

We are seeking your cooperation to allow your child to be photographed (with or without his/her name published as a student of Bendigo Special Developmental School), to be filmed for Assessment & Teaching, or to have his/her image included as part of a digital school presentation and wider media community.

I hereby give my consent, as indicated below, for the remainder of my child’s schooling. I will notify the school of any changes.

Yes, I hereby give permission for my child’s photograph and Christian name to be included in the school, classroom or unit newsletters.

Parent/Guardian signature___________________________________________ Date:_______________

Yes, I give permission for my child’s photograph and full name to be used by the print media to highlight school activities. For example photos and article about ‘Footy Day’ in the Advertiser.

Parent/Guardian signature___________________________________________ Date:_______________

Yes, I give permission for television media or school to video my child participating in school activities to be viewed by the wider community. For example video footage about ‘Book week’ on Win News.

Parent/Guardian signature___________________________________________ Date:_______________

Yes, I give permission for my child to be filmed for educational use within the school. For example recording students completing tasks using a digital camera to be used in digital portfolios.

Parent/Guardian signature___________________________________________ Date:_______________

Yes, I hereby give permission for my child to use the internet for classroom activities with staff supervision. For example searching for pictures of mini-beasts on the website ’google.com.au’

Parent/Guardian signature___________________________________________ Date:_______________

Yes, I hereby give permission for my child’s photograph, video, Christian name or work samples to be posted on the DEECD’s secure Ultranet system for only Bendigo S.D.S staff, students and families to access.

Parent/Guardian signature___________________________________________ Date:_______________

INTERNET USAGE ETHICS STATEMENT AND GUIDELINES CONSENT FORM

I have read the school’s Internet Usage Ethics Statement and Guidelines and understand its contents. My signature below means that I understand the guidelines of the school’s Internet Usage Ethics Statement and Guidelines.

Name of Student: ____________________________________________________ Date:_______________

Parent(s) or Guardian(s) Signature: __________________________________________________

Name of Parent(s) or Guardian(s): __________________________________________________