

## IT POLICY

### Rationale

The purpose of this policy is to provide an overview of IT at Westport Primary School and the aims, roles and responsibilities of the staff, students and community which will benefit teaching and learning at Westport Primary School. We aim to ensure that Westport Primary School provides a safe and dynamic learning environment that integrates technologies, engages all students and equips them with the appropriate IT skills and knowledge to be confident and successful members of the 21st century.

### Roles and Responsibilities

#### The school will;

- Provide students with a range of technology which is integrated into all areas of learning
- Provide all students in Year 2 and 3 a brand new Chromebook at a subsidised amount of \$100 (Westport to pay package balance of approx. \$450)
- Provide new students from Years 4-6 with a used Chromebook at a subsidised amount
- Provide all students with a Safe and Responsible Use of IT Agreement which is to be discussed and signed by the student, caregiver and class teacher at the beginning of every year and kept in the student diary
- Provide the Westport students and the community with an evidence based cyber safety education program, equipping them with the tools to understand and follow a safe online environment
- Organise warranty claims of Chromebooks, within the first year, from defects in materials and workmanship and provide a loan Chromebook to the student (not to be taken home)

#### Staff will;

- Be familiar with and display the Safe and Responsible Use of IT Agreement in all classrooms for reference
- Read, sign and support the Safe and Responsible Use of IT Agreement with all class students
- Observe duty of care and provide appropriate supervision of students when using Chromebooks and iPads
- Teach students about how to be safe in the online world through the Keeping Safe: Child Protection Curriculum
- Monitor user quota of photocopying
- Encourage use of IT outside of school. However, students will not be disadvantaged if they don't have access to the internet
- Inform technology consultants of technical problems as they arise

#### Students will;

- Read, sign and follow the Safe and Responsible Use of IT Agreement
- Obtain personal headphones for use at school (not earphones)
- Hand any personal technologies, such as mobile phones, to the front office before school. These are not to be used during school hours or inside school grounds

#### Parents/Caregivers will;

- Read, sign and support the Safe and Responsible Use of IT Behaviour Agreement
- Notify the school of any issues arising from the use of IT
- Be responsible for the use of Chromebooks outside of school
- Support school consequences for inappropriate use of technology including social media, even if outside of school hours
- Work with the school process if a student's Chromebook is damaged (not in warranty)

### Managing Inappropriate Behaviour – including social media

Students who do not follow the Safe and Responsible Use of IT Agreement will be managed in line with our school Behaviour Management Policy and may include restricted network access. The school will take action on any negative or inappropriate social media issues that impact Westport students. In extreme cases, information will be passed onto the relevant authorities. This is in line with the Department for Education's social media guidelines.

## SAFE AND RESPONSIBLE USE OF IT AGREEMENT

When I use digital technologies, I communicate respectfully by:

- Always thinking and checking that what I write is polite, respectful and appropriate
- Being kind to my peers and thinking about how the things I say and do online might make them feel
- Creating or presenting my own work and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator

When I use digital technologies I protect personal information by being aware that my full name, photo, birthday, address and phone number is personal information and must not be shared online this means I:

- Protect my peers information in the same way
- Protect my passwords and don't share them with anyone except my parents and teacher
- Only access sites with teacher guidance and parent permission
- Never answer questions online where they ask for my personal information

When I use digital technologies, I respect myself and others by thinking about what I share online.  
This means I:

- Stop to think about what I post or share online
- Will not post photos or videos of myself or others online when I am on school grounds or in school uniform
- Speak to a trusted adult if I see something that makes me feel uncomfortable or if I need help
- Speak to a trusted adult if someone is unkind to me or if I know someone else is upset
- Will turn off or close the screen if I see something I don't like and tell a trusted adult

When I use digital technologies, using the equipment responsibly means I will:

- Bring my Chromebook charged sufficiently to last a school day
- Monitor my photocopying using the PaperCut program and be mindful of what I'm printing
- Use all IT devices respectfully, never leave them unattended on the floor and store devices appropriately in the classroom
- Seek permission from individuals involved before taking photos, recording sound or videoing them
- Transport Chromebooks in a protected cover
- Not bring to school materials on my Chromebook that are for non-educational purposes e.g. games

When I use digital technologies at home, I will use it responsibly by:

- Not accessing sites with content that is offensive and not age appropriate

At school I have:

- Discussed ways to be a safe, responsible and an ethical user of digital technologies
- Presented my ideas around the ways I can be a smart, safe, responsible and ethical user of digital technologies

Students may use their Chromebook for personal use outside of school. However, they are bound by the Westport Primary School Safe and Responsible Use of IT Agreement and IT Policy wherever they use their Chromebook.

I will use this knowledge at school and wherever I use digital technologies

### IT Student Agreement

\_\_\_\_\_ acknowledges the commitment of \_\_\_\_\_  
(Teacher's Name) (Student's Name)

to be a smart, safe, responsible and ethical user of digital technologies.

As a student, I will use digital technologies safely, responsibly and for educational purposes only, when at school. I have read and agreed to follow the Westport Primary School IT Acceptable User Agreement. I understand that if I break this agreement there will be consequences for my actions.

Student Signature

Parent Signature

Teacher Signature