



ICT Appropriate Use Policy

March 2021

RATIONALE

To participate in a knowledge-based economy, and to be nurtured and inspired within a dynamic and technologically sophisticated society now and into the future; students need the knowledge, skills and confidence to make ICT work for them so they can have high levels of achievement at school, at home, at work and in their communities.

The *Alice Springs (Mparntwe) Education Declaration 2019* recognises that in order to be successful lifelong learners, young people need to be productive and informed users of technology as a vehicle for information gathering and sharing, and are able to adapt to emerging technologies into the future. They will need to be highly skilled in the use of ICT and technologies, and work towards becoming confident and creative individuals, and active and informed members of the community.

At Tambrey Primary School, students develop ICT capabilities as they 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 capabilities involve students in learning to make the most of the digital technologies available to them, adapting to new ways of doing things as technologies evolve and limiting the risks to themselves and others in a digital environment. We endeavour to work together to provide opportunities and teach skills and understandings to ensure students gain educational benefit from ICT whilst 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. It includes hardware (e.g. computers and mobile devices), software (e.g. programs, apps, web tools) and systems (e.g. Internet, email, phone).
- “ICT Services” refers to the school’s network, wireless access and Internet.
- “Devices” refers to smaller ICT hardware including iPads, tablets, iPods, digital cameras.
- “Internet” refers to system that allows data to transfer around the world including the World Wide Web (anything accessed via a browser), email and instant messaging.
- “eSafety” is the term used to describe decisions online users make to be cyber safe.
- “eSafety” refers to practices that ensure a safe online presence including limited sharing of personal details and personal images of yourself and others.
- “Netiquette” is the term used to describe Internet etiquette or online manners including using polite, non-offensive language, and photos.
- “Social Media” refers to any sites that allow sharing and comments of a social nature including photo and video sharing, e.g. Facebook.

PRINCIPLES

1. At Tambrey Primary School, ICT is provided for educational purposes only.
2. Students are taught, and expected to follow, safe and appropriate ICT behaviours including cybersafety. Students shall take personal responsibility when using the school's ICT services by protecting their personal information and data, maintaining the required level of security, respecting the privacy of others, respecting the legal boundaries of licensing and copyright, and using language appropriate to the school's expectations. Students using ICT must not break State or Federal laws (a summary of these laws are included in this Policy and form part of this Policy.)
3. The school has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on school ICT by students.
4. Students shall be made aware that access to ICT and in particular the Internet can expose them to inappropriate material or potential harm.
5. Students shall take personal responsibility when using the school's ICT devices and personal devices by protecting and ensuring all equipment is treated with respect.

PROCEDURES

1. Tambrey Primary School is committed to ensuring all students are aware of standards for the use of ICT within the school environment. Students and parents read and sign an "Acceptable Use Agreement" that clearly outlines 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. This is completed on an annual basis.
2. Tambrey Primary School explicitly teaches cyber-safe behaviours as part of the classroom program and on an as needs basis. Cybersmart is the government online safety resource <https://www.esafety.gov.au/education-resources/classroom-resources>
3. Tambrey Primary School provides parent information through class notes, school newsletters, Connect and Facebook.
4. Tambrey Primary School is committed to regularly updating this policy.

Acceptable use includes but is not limited to:

- Applying social and ethical protocols and practices when using ICT e.g. cybersafety, netiquette
- Investigating with ICT e.g. conducting research, analysing data
- Creating with ICT e.g. creating multimedia products
- Communicating with ICT e.g. email, online discussion, social media
- Managing and operating ICT e.g. file management, operating ICT devices

For more information <http://www.australiancurriculum.edu.au/generalcapabilities/information-and-communication-technology-capability/introduction/introduction>

Unacceptable use includes but is not limited to:

- Accessing Department of Education networks without authorisation.
- Transmitting or deliberately accessing and/or receiving material that may be considered inappropriate, which includes threatening, sexually explicit, or harassing materials, offensive or discriminatory materials, or material that may be harmful either physically or emotionally, which includes bullying or harassment of fellow students or others outside the school;
- Communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way;
- Interfering with or disrupt network users, services or equipment. Disruptions include but are not limited to, distribution of unsolicited advertising, propagation of viruses, in any form, "Jail Breaking" mobile devices and using the network to make unauthorised entry to any other machine accessible via your network;

- Plagiarising and/or breaching copyright laws, including software copyright and re-engineering of software;
- Conducting private business matters or use the system for any personal gain; and,
- Downloading and/or installing software programs (e.g. dmg files), apps, videos, music, picture galleries, copying music CD's, screen savers and games, etc. without the permission of the school.
- Students inviting or accepting a School staff member to be a 'friend' on social networking sites (such as Facebook or Instagram). *Note: an online communication or e-learning site that a staff member manages that is not managed by DOE (e.g. WebEx, class blogs, Prodigy, Study Ladder) is acceptable as long as its primary purpose remains education-related.*
- Defame someone or an organisation;
- Undertake activities that breach State and Commonwealth laws.

MOBILE ELECTRONIC DEVICES

Mobile electronic devices include such devices as mobile phones, iPods, iPads, PDAs, personal computers, video and digital cameras and graphics calculators and smart watches.

- Students who bring devices to school will hand them to the Front Office, unless it is being used for educational purposes, to be stored securely by the classroom teacher.
- No calls or text messages are to be made or taken by students during school time. Calls by and to parents are to be directed through Administration.
- Smart watches to be switched to airplane mode whilst on school grounds.
- Tambrey Primary School will not be responsible for the loss, misuse or damage of privately owned electronic devices, or any other valuables.
- Any school-owned mobile device must be treated with the utmost care and respect at all times. Any damage must be reported to the classroom teacher or ICT Technician immediately.
- Any damage to personal devices must be reported to the classroom teacher or parents immediately.

EMAIL MONITORING

All students and parents should be aware that Tambrey Primary School and the Department of Education WA may monitor student email. All students in Department of Education Schools in Western Australia 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

All data use is closely monitored. Any students abusing the available bandwidth will have their internet access revoked; ensuring that access for everyone is responsive and fair. The Department of Education 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 learned through cybersafety lessons.

FACEBOOK

Tambrey Primary School has developed Facebook Guidelines which form the first post parents read before accessing the closed group. Parents must be invited to join the group depending on enrolment information.

FACEBOOK PRIVATE PARENT GROUPS

Tambrey Primary School does not promote or endorse the use or creation of these groups, however, as the Administrator your group follows these guidelines:

- Please ensure your group name does not include the teachers name, Tambrey Primary School, or utilise the school logo in any way.
- Utilise Seesaw for any classroom questions rather than Facebook.
- Please seek parental permission for any images posted of any Tambrey Primary School Students.
- Any negative school comments should be monitored, managed and the individual directed to meet with the principal to discuss the situation further.
- Questions about school operations should be redirected to the school Facebook page or the front office at the school.

STUDENT PASSWORDS

All students are issued with a username and password at the commencement of enrolment. These passwords are for individual student use ONLY and as such they should not be given to any other student at the School. Students are responsible for protecting their individual password. Passwords can be changed by the individual or admin/teachers.

Your username and password gives you access to:

- The Tambrey Primary School network
- School owned computers and iPads (ICT Labs, classrooms and mobile storage)
- Connect
- Your email @student.education.wa.edu.au

Disclosing passwords leads to other students having access to student email and any activity performed on the network will be logged against the incorrect student.

Students who use another student's password will be deemed to be in breach of this policy. If a student suspects their password security has been breached the student should immediately change their password when possible and report this occurrence to the classroom teacher or a member of Administration. A new password may be issued and further misuse of the password may be monitored and dealt with as necessary.

BREACHES

Breaches of the policy may also incur consequences as stated in the Tambrey Behaviour Management Policy including the loss of 'Good Standing'.

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 face, 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.

Other relevant documentation:

Online Student Policy
ICT Policy DOE
Code of Conduct

Evaluation:

This policy will be reviewed as part of the school's review cycle.

Student ICT Usage Agreement Years K-6

If you use ICT resources at school, you must agree to the following expectations.

General Use

- I will only use the school digital resources (e.g. computer, iPad) with the permission of a teacher.
- I will follow all instructions from teachers when using school digital resources.
- I will only use programs, apps and websites at school which support my learning activities.
- I will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education and Training or any other organisation.

Content

- I will use material (text, pictures, video etc) from Internet sites or other sources only if I have permission to do so.
- I will say where other people's pictures or words come from if I copy them from the internet.
- If I use material in my work that I have found on the Internet, I will reference it appropriately.
- I will make sure that any work that I wish to share is edited to ensure it is polite, carefully written and well presented.

Safety and Security

- I will not let anybody else know my password. Teachers have a record of passwords for my own security.
- I know that I am responsible for anything that happens on my account when it is used, which is why I shouldn't let others use my account. My account refers to my school login and accounts for programs used during class time.
- I will tell my teacher if I think someone is using my account.
- I know that the school and the Department of Education and Training may monitor my usage and limit my access.
- I will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of myself or others.
- If I see any information on the computer that makes me feel uncomfortable I will tell my teacher straight away.
- I will be cybersafe when using the internet.
- I will demonstrate netiquette when using ICT resources with regard to other people.
- I will not use any online service to be mean, rude or unkind about other people.
- I will use the ICT resources lawfully regarding ethical use of equipment, use of legal software, use of the internet and the protection of personal data.
- I will ensure I am appropriately dressed/in uniform when I access web cam.
- I will ensure I am in a public space when I access web cams. E.g. living room, family area.
- I am aware that whatever I post could be retrieved at a later date.

I understand that:

- I will be held responsible for my actions while using ICT and for any breaches caused by allowing any other person to use my account.
- The misuse of ICT may result in the withdrawal of access to services and other consequences following the Tambrey Primary School's Behaviour Management Policy.
- I may be held legally liable for offences committed using online services.
- I give permission for my child to access the internet in accordance with school policy.

I agree to abide by the ICT Usage Agreement for Year K-6 students:

Name of student: _____ **Classroom:** _____

Signature of student: _____ **Date:** _____

Name of Parent: _____ **Date:** _____

Signature of Parent: _____ **Date:** _____



Nurture Inspire Achieve



Dear Parents/Caregivers,

The following Third-Party services 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 can use it.

Consent required

Name	Category	Information provided:	Terms of Use / Privacy Policy	Consent Status
Fotoworks https://www.fotoworks.com.au	School Photography	Student name, student email, address (optional), phone number (optional), school, class details, school year and profile or other photos (headshot). How the information is used: To provide class/sibling photographs. Where the information is stored: Within Australia	https://www.fotoworks.com.au/privacy	<input type="checkbox"/> Consent <input type="checkbox"/> Do not Consent

The below services require notification of use, these services support the management systems within the school.

Name of Service	Type of service	What do I need to know	Further information
Name Passtab https://passtab.com	Category Student and visitor management system App	Information provided: Student name, student email, date of birth, school, class details, school year, attendance (late arrivals and early leavers), profile or other photos (visitor option) and medical or health (sick bay visits option). How the information is used: This is a visitor and student management system. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://passtab.com/privacy.html
Oliver https://www.softlinkint.com/edu/	Library Management System	Information provided: Student name, class, school, and student email. How the information is used: To provide a profile for students in order to borrow books and communicate with the librarian. Where the information is stored: Sydney, Australia.	Link to service privacy policy. www.educationsoftware.com/privacy-policy/ Link to service terms of use e.g. www.educationsoftware.com/tou/

Name School star https://mgmwireless.com/productsuite/schoolstar/	Category School Management System Website	Information provided: School, school year, parent name, email and mobile. How the information is used: Delivers digital newsletters to your device via an app. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://mgmwireless.com/privacy/
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Please sign below to give bundled consent for the following services.

Name of Service	Type of service	What do I need to know	Further information
Name Seesaw https://web.seesaw.me	Category Class communication Teaching and Learning Website and App	Information provided: Student name, student email, school, class details, school year, parent email, parent name, student work, profile or other photos and videos. How the information is used: This service is a digital portfolio and communication platform. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://web.seesaw.me/privacy-policy https://web.seesaw.me/terms-of-service
Name Jamf School https://www.jamf.com/products/jamf-school/	Category Apple mobile device Management	Information provided: Staff/teacher: name, email and personal information Student: name and email How the information is used: Apple Mobile Device Management Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://www.jamf.com/privacy/ https://www.jamf.com/terms-of-use/
Name Padlet https://padlet.com/	Category Teaching and Learning References & Resources	Information provided: Student name, school, student work, profile or other photos (optional) and videos(optional). How the information is used: Online "bulletin "board, where students and teachers can collaborate, reflect, share links and pictures. Where the information is stored: Outside Australia.	Terms of Use / Privacy Policy Padlet (about)
Name Teach Your Monster to Read	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, grades or performance data,	Terms of Use / Privacy Policy

https://www.teachyourmonstertoread.com/		Parent: name, contact information Other data: school How the information is used: Phonics and reading game Where the information is stored: Outside Australia	https://www.teachyourmonstertoread.com/privacy-policy https://www.teachyourmonstertoread.com/legals
Name Code.org https://code.org/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content, photos or videos, gender, other Other data: school, class details, school year, student username How the information is used: Coding, Scripting, Programming; Online learning, Online courses. Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://code.org/tos
Name Micro:bit https://microbit.org/	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name How the information is used: Learning Tool for Coding, Electronics and Robotics Where the information is stored: Outside Australia	Terms of Use / Privacy Policy https://microbit.org/privacy/ https://microbit.org/terms-of-use/
Name Grok Learning https://groklearning.com/	Category Teaching and Learning	Information provided: Staff/teacher: name, email and other data Student: name, email, gender and other data How the information is used: Online programming platform. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://groklearning.com/policies/terms/ https://groklearning.com/policies/privacy/ https://groklearning.com/policies/security/
Name Prodigy Home Prodigy Education (prodigygame.com)	Category Teaching and Learning	Information provided: Staff/teacher: name, email and other data Student: name, email, gender and other data How the information is used: Maths learning game Where the information is stored: Outside Australia	Terms of Use / Privacy Policy Privacy Policy Prodigy Education (prodigygame.com)
Name	Category	Information provided: Staff/teacher: name, email,	Terms of Use / Privacy Policy

<p>Bebras Challenge</p> <p>https://digitalcareers.csiro.au/Bebras</p>	Teaching and Learning	<p>Student: name, email, gender, geolocation data, grades or performance data</p> <p>Parent: name, contact information.</p> <p>Other data: school</p> <p>How the information is used:</p> <p>Computational thinking challenge.</p> <p>Where the information is stored:</p> <p>Within Australia</p>	<p>https://www.csiro.au/en/About/Access-to-information/Privacy</p> <p>https://www.csiro.au/en/About/Footer/Legal-notice</p>
<p>Name</p> <p>StudyLadder</p> <p>https://www.studyLadder.com.au/</p>	<p>Category</p> <p>Teaching and Learning</p>	<p>Information provided:</p> <p>Staff/teacher: name, email and other data</p> <p>Student: name, gender and grades or performance data</p> <p>Parent: name and contact information</p> <p>How the information is used:</p> <p>Online educational activities.</p> <p>Where the information is stored:</p> <p>Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://www.studyLadder.com.au/about/privacy</p> <p>https://www.studyLadder.com.au/about/terms</p>
<p>Name</p> <p>Mathletics</p> <p>https://www.mathletics.com/au/</p>	<p>Category</p> <p>Mathematics Teaching and learning</p>	<p>Information provided:</p> <p>Student name, school, student email, student password, class details, student work and student performance.</p> <p>How the information is used:</p> <p>Provides students with access to online maths learning tool and online maths competitions.</p> <p>Where the information is stored:</p> <p>Within Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>Privacy Policy 3P Learning</p> <p>https://www.3plearning.com/terms/</p>
<p>Name</p> <p>Tinkercad</p> <p>https://www.tinkercad.com/</p>	<p>Category</p> <p>Teaching and Learning References & Resources</p>	<p>Information provided:</p> <p>Staff/teacher: name, email, other data)</p> <p>Parent: other data</p> <p>How the information is used:</p> <p>3D modelling program.</p> <p>Where the information is stored:</p> <p>Outside Australia</p>	<p>Terms of Use / Privacy Policy</p> <p>https://tinkercad.zendesk.com/hc/en-us/articles/360011519353-Tinkercad-Privacy-FAQ</p> <p>https://www.autodesk.com/company/terms-of-use/en/general-terms</p>
<p>Name</p> <p>ReadTheory</p> <p>https://readtheory.org/</p>	<p>Category</p> <p>Teaching and Learning</p>	<p>Information provided:</p> <p>Staff/teacher: name and email</p> <p>Student: name, email and work/content</p> <p>Parent: name and contact information</p> <p>How the information is used:</p> <p>Reading comprehension and writing exercises.</p>	<p>Terms of Use / Privacy Policy</p> <p>https://readtheory.org/privacy-policy/</p> <p>https://readtheory.org/terms-and-conditions/</p>

		Where the information is stored: Outside Australia	
Name Teach Computer Science & Coding to Kids - CS First	Category Teaching and Learning	Information provided: Staff/teacher: name, email Student: name, email, work/content, gender Other data: school, class details, school year, student username How the information is used: Coding, Scripting, Programming; Online learning, Online courses. Where the information is stored: Outside Australia but certified by Australian Signals Directory	Terms of Use / Privacy Policy Google Terms of Service – Privacy & Terms – Google Privacy Policy – Privacy & Terms – Google
Name PAT (ACER) https://www.acer.org/au/pat	Category Assessment and Testing	Information provided: Staff/teacher: name, email, Student: name, date of birth, work/content, gender, grades or performance data, other data Parent: name, contact information How the information is used: Tests to provide objective, norm-referenced information about students' skills and understandings in a range of key areas. Where the information is stored: Within Australia	Terms of Use / Privacy Policy https://www.acer.org/privacy https://www.acer.org/online-terms-of-use

I have read the terms of use and privacy policy for each of the websites listed. I understand that my child's personal information, as described above, will be provided to these third party service providers for the purpose of my child's education and that this information may be stored outside of Australia.

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

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

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

Students Online in Public Schools Procedures All policy and procedural statements contained within this document are lawful orders for the purposes of section 80(a) of the Public Sector Management Act 1994 (WA) and are therefore to be observed by all Department of Education employees.

