



Galston Public School

ICT User Agreement Procedures and Guidelines

Revised 2020

Rationale

The purpose of these procedures and guidelines are to clarify what is considered acceptable and unacceptable student use of Information and Communication Technologies (ICT), including the internet, shared network drives, laptops, iPads and tablets. Galston PS embraces student use of ICT in the belief that it enables students to learn in a multitude of different and powerful ways with great efficiency.

Educational Purpose

The school network, web sites, email and electronic learning systems have been implemented with educational purpose in mind. All content stored on, or accessed from, the device must fit within the values of the school and these procedures and guidelines.

The Role of Students

Students are responsible for their own behaviour and actions. They are careful and respectful when using ICT facilities and devices.

Students understand and respect that there will be times when their parents/carers and teachers wish for them not to make use of ICT. At school some learning will occur with and without the use of a device.

Students understand and respect the need for staff and parents to check what they have been doing with the device. These checks will be conducted randomly throughout the whole school year.



Students are cybersmart and take reasonable precautions to avoid online dangers, as outlined on the Cybersmart website (www.cybersmart.gov.au). Specifically they are familiar with:

- avoiding unwanted contact;
- cyberbullying;
- protecting personal information;
- trusting online friends;
- offensive content; and
- identity theft.

The Role of Parents/Carers

Parents/Carers are ultimately responsible for setting and conveying the standards that their children should follow. The school expects that those standards will be in accordance with School rules, this and other School procedures and guidelines

The Role of Teachers

Teachers will embrace the appropriate use of ICT in the belief that it is a tool which supports student engagement, helping children to become more powerful and future focused learners. They will provide guidance and instruction to students regarding appropriate use.

Unacceptable Use

When using ICT, students should be aware of the issues relating to privacy of both themselves and others. Students should take the utmost care when using ICT equipment as it is easily damaged and expensive to replace. Explicitly students should not:

- capture or distribute voice recordings, still images or video footage of any person without their permission;
- access, create or distribute offensive material;
- post personal details about themselves or others in electronic public spaces;
- share their user name or password with others;
- play games without permission;
- delete their internet history; or
- use personal internet to access web content that has been restricted by the school.

Disciplinary Actions

Consequences for breach of the school's procedures and expectations will be determined by the teachers, in consultation with the Principal, and may include banning an individual student from using the device at school. Taking photos, video or recording voice of any individual or group is not allowed without the permission of all of the individuals being recorded and after permission from the teacher.

Students who have had their ICT privileges removed for a period of time will be provided access to the curriculum through means which do not require the use of technology.

