



# **FOOTSCRAY PRIMARY SCHOOL**

## **Information Communications Technologies (I.C.T)**

### **Essential Agreement**



#### **Rationale:**

Information and Communication Technologies (ICT) is essential for our students to be creative and productive users of technology as a foundation for success in all learning areas. Our students need to be competent in ICT usage to participate fully in contemporary society. I.C.T is recognized as a tool that facilitates learning throughout the curriculum. Footscray Primary School also recognises that knowledge of responsible use of ICT is essential for members of our society and for our students as citizens.

#### **Essential Agreement statement:**

Footscray Primary School provides students with up to date access to a range of ICT tools, including opportunities to utilise online and networked technologies. In providing students with access to ICT tools, FPS will

- give students the opportunity to engage in learning using up-to-date technologies.
- provide resources such as apps, for educational purposes for classroom learning and to support the development of the transdisciplinary skills ( communication, research, thinking, collaboration and self-management skills).
- provide the opportunity for students to acquire practical and transferable skills through competent use of ICT.
- provide appropriate physical and financial resources to enable safe, educationally relevant access to a range of ICT tools, including the Internet, for staff and students.
- develop a clear framework that enables the use of ICT to support true inquiry and 21<sup>st</sup> Century Learning skills.

#### **Implementation:**

Individual users of Footscray Primary School computer networks are responsible for their own behaviour online and in communications over those networks. Users will comply with the Footscray Primary School Student Wellbeing and Engagement Essential Agreement and will honour any acceptable use agreements they have signed. School and Classroom Essential Agreements for student behaviour, conduct and standards of communications will apply.

Footscray Primary School, including school teachers, staff, School Council and Parents and Friends Association will:

- actively support the professional development of all staff in the inclusion of ICT into the curriculum
- comply with AusVELS/P.Y.P Curriculum to provide the learning focus, curriculum and standards for ICT use
- ensure that information published on the Internet by students or the school under Footscray Primary School name meets legal requirements and standards of general practice within the community in relation to copyright, safety and privacy
- obtain written consent from parents or guardians before any child's photograph, written

work or video footage is published on the Internet.

Footscray Primary School staff will:

- incorporate appropriate use of ICTs throughout the curriculum
- provide guidance and instruction to students in the practical and responsible use of such resources.
- take into account the varied instructional needs, learning styles, abilities and developmental levels of students in enabling them to access information using ICTs
- assume responsibility to be lawful, ethical and efficient in their official and private use of ICTs, including social media and exercise control over release of personal information of themselves and their students.
- ensure that communication through internet and online communication services is related to learning.

Footscray Primary School students will:

- sign the ICT Acceptable Use Agreement before being given access to ICTs
- immediately report any unacceptable behaviour online to their class teacher and/or Principal.
- respect all virus protection, spam and filtering devices that have been applied to school equipment
- keep passwords confidential, and change them when prompted, or when known by another user
- follow the requirements set out by the school if they B.Y.O.D as prescribed.
- never allow others to use their personal school accounts
- log off at the end of each session to ensure that nobody else can use their school account
- cover, lock or hide the screen and promptly tell their teacher or trusted adult if they suspect they have received a computer virus or spam or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never publish or disclose any personal information including names, addresses, photographs, email addresses, credit card details or telephone numbers of themselves or others without a responsible adults' explicit permission.

Parents and guardians are requested to support the school's policy on responsible ICT use when their children are using such technology outside school.

**References:**

<http://www.education.vic.gov.au/about/deptpolicies/acceptableuse.htm>

A free parent's handbook is available at <http://www.netalert.gov.au/advice>.