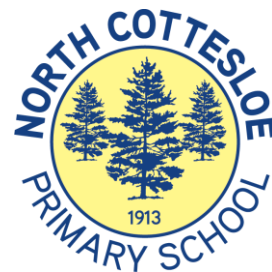


## North Cottesloe Primary School

### ICT Acceptable Use Policy and Electronic Communications Guidelines



#### Rationale

North Cottesloe Primary School (NCPS) provides students and staff with the state-of-the-art Information Communication and Technologies (ICT) hardware, infrastructure, and online services to enhance teaching and learning. The ability to locate, analyse, synthesise, and communicate quality information is critical in an information rich society.

Technology is a tool for learning, collaboration, and communication.

It is expected that all students access the school's ICT infrastructure in a responsible, efficient, ethical, and legal manner, whilst conforming to the guidelines outlined in this document. The use of North Cottesloe' hardware, network and the internet are a privilege, not a right. It is conditional on students or staff complying with the ICT Acceptable Use Policy and Electronic Communications Guidelines.

**See Appendices A and B - Links to Department of Education Policy, Curriculum and Strategic Documents**

#### ICT Acceptable Use

North Cottesloe Primary School's ICT facilities are provided to students and staff through a variety of computer hardware, peripherals, software, and networks, including the school Intranet, Internet, and Email. This includes all school owned devices whilst in use on school grounds or under supervision by NCPS staff (including sporting events and excursions). North Cottesloe Primary School monitors all ICT use via the school's ICT Dashboard and SIG [School Internet Gateway].

Policies and guidelines exist to encourage students and staff to interact appropriately with ICT in an educational context. The policies and guidelines maximise educational outcomes and ensures the safety and integrity of students, staff, and community members.

Students must agree to follow the principles of ICT Usage at North Cottesloe Primary School as follows:

- ICT is a privilege, not a right.
- Use digital technologies only with permission of a teacher and comply with all teacher directives when using school devices.
- Students using the school's ICT must not break State or Federal law. A summary of these laws is linked at the end of the document and are integral to our Policy and Guidelines.
- Students will safeguard and not deliberately share their password. Students will not let others logon

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and/ or use their account unless it is with the teacher's permission. Students will not access other people's online services accounts.

- Students know that they are accountable for anything that happens when their online services account is used. Students will tell their teacher if they think someone is using their online services account.
- Students know that the school and the Department of Education may see anything sent or received using email or online file storage services. The school has the right to check all written, graphic, and other materials produced, communicated, stored, or accessed on devices by students. This includes students' emails.
- Students will ensure that any email sent, or any work published online is polite, carefully written, well presented and is not harmful to other students (i.e., it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene, or abusive nature or which promotes illegal activities or violence).
- If students use other people's work (including items taken from the Internet) as part of research and study, they will always acknowledge the source.
- Students will obtain permission from the copyright owner for the use of their works if included for an entry for a competition or any other uses, other than for private research and study.
- If students find any information that may be considered inappropriate or makes them feel uncomfortable, they will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or adult material, or content that is offensive, disturbing, or intimidating or that encourages dangerous or illegal activity.
- Students will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- Students will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education, or any other organisation.
- Students will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g., music and video files.

If these principles of use are breached, students risk having disciplinary or legal action taken against them, or their parent/guardian.

A copy of the ICT Acceptable Use Agreement (K-3 or 4-6; see appendix C and D below) is made available to all students at the commencement of each school year or at the time of enrolment. Students will receive classroom instruction about the guidelines, policy and agreements and the rules for device use. The Acceptable Use Agreement needs to be discussed with parents and carers, signed by both parties, and returned to school. After Week Three of Term 1, or one week from enrolment during the year, any students who have failed to return the required documentation will not be permitted to use the school

network or school devices.

Devices **are to be used** as tools to enhance the curriculum.

Devices **are not to be used** by students for recreational or personal use whilst on school premises.

See appendices C and D – online services agreement

### **1 to 1 Device Acceptable Usage Policy [Year 4 to 6]**

- Students are required to maintain and clean their school owned device and immediately report any damage to their teacher.
- School owned student devices must be enrolled in the school Mobile Management System. Utilising this system, the school will be responsible for providing all required education applications.
- Students must register their school owned device through Apple Classroom every day to ensure direct teacher supervision at all times
- Students are required to inform the teacher or others when using the camera and audio recording functions. They must not publish photographs or video taken on school owned devices
- Students may not play games on their school owned devices unless directed by a teacher, in a supported application such as Minecraft EDU
- Students are required to have the school owned device fully charged each day via the classroom charging stations
- When students are not required to have the school owned device in class (e.g., for Sport) they should secure it in their classroom
- Students may not loan their school owned device to another student or leave it in such a place that it is likely to be easily stolen or damaged
- Students may not use a peer's school owned device unless necessary for a class activity or they have permission to do so from the teacher
- Students must not download any applications to their school owned device
- Student access to the use of third-party applications on school owned devices is underpinned by parent consent [bundled consent or explicit consent as required]

### **School Owned Devices - Loss or Damage**

In the event of accidental damage, students must report the incident to their teacher. In the event of any deliberate damage to a school owned device; parents/guardians of the student will be required to cover the cost of repairing/replacing the device.

### **Electronic Communications Guidelines**

Students are expected to utilise school owned devices and networks in a manner that ensures the integrity of the school is maintained. The following information forms the Electronic Communications Guidelines for the use of school owned devices.

The Department of Education (DoE) provides each student with a unique login for school infrastructure. This is referred to as a Student Connect Account. The school is responsible for the collection of student Acceptable Use Agreement as well as the education of students in regard to the risks associated with online activities.

### **Student Passwords/Passcodes**

All students will be provided with a unique password at the commencement of the school year. These passwords are for the individual student ONLY and should never be shared with others. Students are solely responsible for protecting their individual passwords.

Sharing passwords could hold 'innocent' students liable in the event of misconduct. Students who use another student's password will be deemed in breach of the school's Acceptable Use Policy.

Passwords may be changed throughout the school year if the integrity of a password has been compromised. A new password can be issued by the classroom teachers through DAM [Database Account Management].

### **School Email**

The Department of Education provides each student with their own email address (*in the format of studentname.surname@education.wa.edu.au*) that may be accessed at school or home through Connect.

The school will utilise this service in conjunction with learning opportunities in accordance with the Australian Curriculum.

Students should be aware of the following expectations when accessing DoE email:

- Students should be sensible in their email usage and not contribute to Spam or Junk.
- Students always consider that email correspondence is public. Even 'private' email can be shared or screenshot and sent to others.
- Do not criticise, abuse or anger others.
- Be sensitive in what is written and conveyed.
- Never divulge personal details though email or online.

### **Shared Files**

Students are provisioned with access to a Department of Education Office 365 One Drive and an area on the school server to save documents. The student's 'My Documents' folder requires a username and password to gain access. Teaching staff and School Leaders have full access to monitor student files and all use must be in accordance with the school's Acceptable Use Policy.

### **Printing**

North Cottesloe Primary School aims to be a Waste Wise School, and students must only print when there is a direct requirement. Other methods for sharing work should be utilised where possible.

### **Digital Health and Wellbeing**

Digital Health and Wellness is the branch of digital citizenship that focuses on using technology safely and appropriately. The internet has become an integral part of our society. Educating our students and children on the impact of high internet/screen usage and the accompanying dangers is a shared responsibility between school and community. A balance between the use of digital technologies and physical activities is essential. Students and parents are strongly encouraged to commit to a healthy lifestyle in which digital devices do not dominate every aspect of our children's lives.

Three core principles that responsible digital citizens should practice are:

**ENGAGE** positively  
**KNOW** your online world  
**CHOOSE** consciously

The Australian Government and the Office of the E-Safety Commissioner have a range of services and resources that support digital citizenship and can be accessed to guide decision making at home.

Reference: <https://www.esafety.gov.au/>

### **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.

Reference: <http://www.comlaw.gov.au/Details/C2012C00835>

### **Equal Opportunity Act 1984 (WA)**

This Act precludes: Discrimination against persons on grounds of sex, marital status or pregnancy, family status, sexual orientation, race or political conviction, impairment or age in education, sexual harassment, and racial harassment in the workplace and in educational institutions, and promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Reference: <http://www.eoc.wa.gov.au/AboutUs/TheEqualOpportunitivAct.aspx>

### **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.

Reference:

[https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc\\_6628.pdf/\\$FILE/Censorship%20Act%201996%20-%20%5B00-00-00%5D.pdf?OpenElement](https://www.legislation.wa.gov.au/legislation/prod/filestore.nsf/FileURL/mrdoc_6628.pdf/$FILE/Censorship%20Act%201996%20-%20%5B00-00-00%5D.pdf?OpenElement)

## **Appendix A – Policy/Procedures/Curriculum**

### **Students online in Public Schools Policy**

<https://www.education.wa.edu.au/o/article/pdf/web/policies/-/students-online-in-public-schools-policy>

### **Students online in Public Schools Procedures**

<https://www.education.wa.edu.au/o/article/pdf/web/policies/-/students-online-in-public-schools-procedures>

### **School Curriculum and Standards Authority Digital Technologies Curriculum**

<https://k10outline.scsa.wa.edu.au/home/teaching/curriculum-browser/technologies/digital-technologies2>

### **School Curriculum and Standards Authority General Capabilities**

<https://k10outline.scsa.wa.edu.au/home/teaching/general-capabilities-over/general-capabilities-overview/general-capabilities-in-the-australian-curriculum>

## **Appendix B – Vision/Strategy**

### **ICT Vision for Teaching and Learning in Public Schools – 2020 to 2024**

<https://www.education.wa.edu.au/dl/4zod1q>

### **ICT information and communication technologies strategy 2020 to 2024**

<https://www.education.wa.edu.au/dl/d7o9o0>

## **Appendices C and D – Online Services agreements DoE**

Online Link - Appendix C: [Appendix C - Online services acceptable use agreement \( K-Year2\)](#)

Online Link - Appendix D: [Appendix D - Online services acceptable use agreement \(Years 3-6\)](#)