



POLICY – IT USER

AIM

Jervois Primary aims to support teaching and effective teaching and learning with appropriate technologies and develop Cyber safety practices with students to enable them to become positive digital citizens.

PURPOSE

Teachers will:

- Ensure user agreement forms are returned prior to students accessing IT
- Use technology to enhance learning
- Promote Cyber safety
- Design appropriate learning which encompasses the technologies and child protection curriculum and the information and communication technology capability
- Respond to any breaches in an appropriate manner
- Communicate with Site based Admin and Tech support
- Communicate with families around Cyber safety/issues

Parents will:

- Support the teacher and their child's learning with the use of IT
- Read, sign and return the IT User Agreement to enable student access to IT equipment for learning
- Support the technology and Cyber safety practices by emphasising the need to follow the cyber safety strategies (eg THINK process, reporting unacceptable use)
- Contact their child's teacher with any questions

Students will:

- Use technologies responsibly, respectfully and purposefully
- Take responsibility for their own actions
- Access technology for learning as directed by their teacher
- Students will follow Cyber safety practices which include:
 - being responsible for their username and password
 - using the THINK process before they post
 - reporting anything unacceptable straight away to a teacher
eg: misuse of passwords, rude, violent, mean, offensive or anything which may harm anyone else or the school
 - check with their teacher when they are unsure
- gain permission from a teacher before connecting any BYO device (eg USB, cameras)
- report any Tech related issues, breakages or damage to the teacher



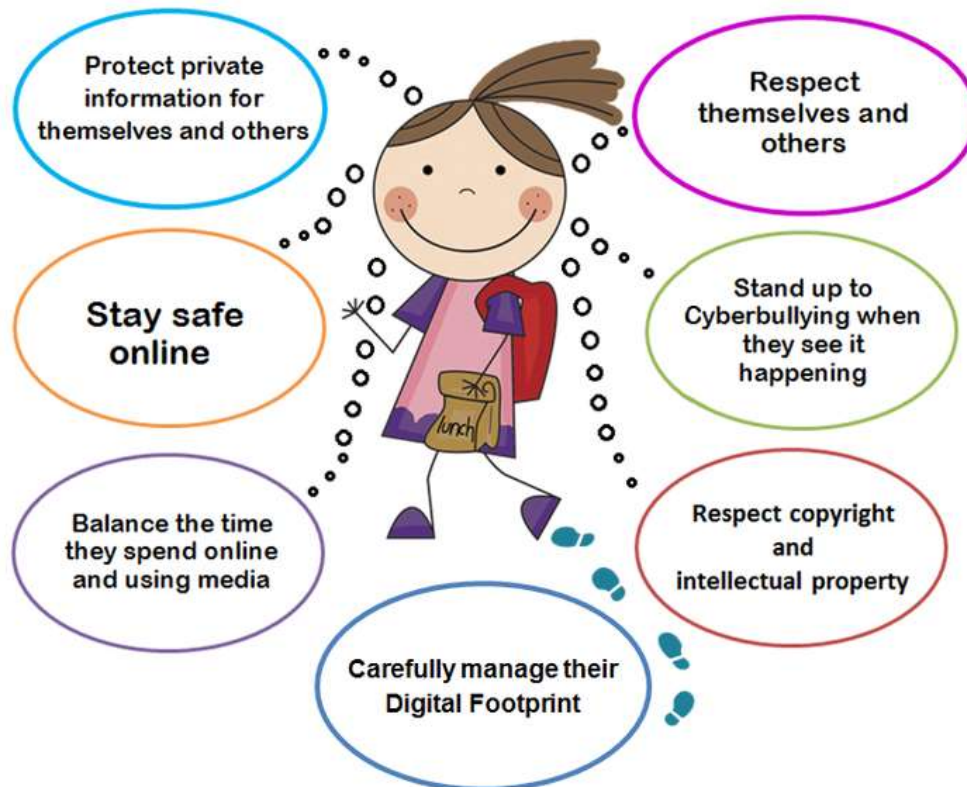
If students do not follow the IT Agreement and Cyber safety practices, the school may inform parents/caregivers. In serious cases the school may take disciplinary action and/or may be charged for repair costs.

If illegal material or activities are involved or e-crime is suspected, it may be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions may occur even if the incident occurs off-site and/or out of school hours.

More information can be found on:

- <https://www.esafety.org.au>
- <https://www.australiancurriculum.edu.au/f-10-curriculum/technologies/digital-technologies/>
- <https://www.australiancurriculum.edu.au/f-10-curriculum/general-capabilities/information-and-communication-technology-ict-capability/>
- <https://www.acma.gov.au>
- <https://www.bullyingnoway.com.au>
- <https://www.kidshelpline.com.au>
- <https://www.thinkuknow.com.au>

All Good Digital Citizens:



Important terms:

'Cyber-safety' refers to the safe use of the Internet and IT equipment/devices, including mobile phones.

'Cyber bullying' is bullying which uses e-technology as a means of victimising others. It is the use of an Internet service or mobile technologies - such as e-mail, chat room discussion groups, instant messaging, webpages or SMS (text messaging) - with the intention of harming another person.

'School IT' refers to the school's or computer network, Internet access facilities, computers, and other IT equipment/devices as outlined below.

'IT equipment/devices' includes computers (such as desktops, laptops, PDAs), storage devices (such as USB and flash memory devices, CDs, DVDs, iPods, MP3 players), cameras (such as video and digital cameras and webcams), all types of mobile phones, gaming consoles, video and audio players/receivers (such as portable CD and DVD players), and any other, similar, technologies.

'Inappropriate material' means material that deals with matters such as sex, cruelty or violence in a manner that is likely to be injurious to children or incompatible with a school or preschool environment.

'E-crime' occurs when computers or other electronic communication equipment/devices (eg Internet, mobile phones) are used to commit an offence, are targeted in an offence, or act as storage devices in an offence.

JERVOIS PRIMARY SCHOOL IT USER AGREEMENT

Please read this page carefully to check that you understand your responsibilities under this agreement.

I understand that Jervois Primary School will:

- Ensure user agreement forms are returned prior to students accessing IT
- Use technology to enhance learning with DfE filters
- Promote Cyber safety
- Design appropriate learning which encompasses the technologies and child protection curriculum and the information and communication technology capability
- Respond to any breeches in an appropriate manner
- Communicate with Site based Admin and Tech support
- Communicate with families around Cyber safety/issues

My responsibilities include:

- Supporting the teacher and their child's learning with the use of IT
- Reading, signing and returning the IT User Agreement to enable student access to IT equipment for learning
- Supporting the technology and Cyber safety practices by emphasising the need to follow the cyber safety strategies with my child (eg: THINK process, reporting unacceptable use)
- Contacting their child's teacher with any questions



RETURN THIS SECTION ONLY

I have read and understood the **IT User Agreement** and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Name of child:

Signature of Child:

Name of parent/caregiver/legal guardian:

Signature of parent/caregiver/legal guardian:

Date:

Please note: This agreement will remain in force as long as your child is enrolled at this school.

If it becomes necessary to add/amend any information, you will be advised.

PLEASE RETURN THIS SECTION TO SCHOOL AND KEEP THE TOP SECTION FOR YOUR REFERENCE