RIVERTON PRIMARY SCHOOL

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Government
of South Australia
Department for Education

IT POLICY

Purpose

The purpose of this policy is to provide an overview of IT at Riverton Primary School and the aims, roles and responsibilities of the staff, students and community which will benefit both teaching and learning.

Aim

We aim to ensure that Riverton Primary School provides a safe and dynamic learning environment that integrates technologies, engages all students, and equips them with the appropriate IT skills and knowledge to be confident, responsible and successful members of the 21st century.

Roles and Responsibilities

The school will;

- Provide children in years 4-6 individual devices which can be integrated into all areas of learning
- Provide children in years 2-6 individual devices which can be integrated into all areas of learning * (commencing 2023)
- Provide all students a user name and password of their own
- Provide all students with a 'Safe and Responsible Use of IT Agreement' which is to be discussed and signed by the student, caregiver and class teacher at the beginning of every year and kept in the student diary/home communication book
- Provide cyber safety education equipping them with the tools to understand and follow a safe online environment
- Own the device and maintain its usability until the child leaves RPS in year 6 where it will remain the property of RPS
- Ensure that student digital devices are less than 7 years old
- Follow the Behaviour Management Policy regarding inappropriate behaviour including social media and may include restricted network access for students who do not follow the Safe and Responsible Use of IT Agreement. In extreme cases, information will be passed onto the relevant authorities. This is in line with the Department for Education's social medial guidelines.

Staff will;

- Be familiar with the 'Safe and Responsible Use of IT Agreement'
- Read, sign and support the 'Safe and Responsible Use of IT Agreement' with all class students at the start of each year
- Observe duty of care and provide appropriate supervision of students when using IT
- Teach students about how to be safe in the online world through the 'Keeping Safe: Child Protection Curriculum'
- Monitor use of printing in ways that protect sustainability
- Log any technical problems with EdIT through the Education Department Intranet.

Students will;

- Read, sign and support the 'Safe and Responsible Use of IT Agreement' with all class students at the start of each year
- Hand any personal technologies, such as mobile phones, to the front office before school. These are not to be used during school hours or inside school grounds. A written request/notification must be submitted by parents to the Principal explaining the need for the mobile to be at school eg medical device.
- Smart Watch use by students will be monitored by staff and if they perceive a risk to students, will bring their concerns to staff meeting and governing council for advice.
- Mobile telephones and other digital devices are brought to school entirely at the owner's risk
- The school will not be involved in disputes and/or investigations over damage, loss or theft
- Be aware that all use of the internet and school networks can be audited, monitored and traced to the accounts of specific users
- Be aware that the devices provided to students remain the property of the school and will be subject to a thorough inspection by school staff at any time.

Parents/Caregivers will;

- Read, sign and support the 'Safe and Responsible Use of IT Agreement'
- Notify the school of any issues arising from the use of IT
- Be responsible for their child's use of IT outside of school
- Support school consequences for inappropriate use of technology including social media, even outside of school hours
- Notify the school of any problems, vandalism, damage loss or theft of the digital device
- Understand that the internet is a global network, and that Riverton Primary School will monitor student use of the internet, but it is not able to completely control or restrict student access to all controversial materials and agree that they will not hold the school responsible for any material encountered on the internet.

Policy ratified by staff	June 2022
Endorsed by Governing Council	June 2022
Next Review date	June 2023

Safe and Responsible Use of IT Agreement

As a student at Riverton Primary School I will be:
- Always thinking and checking that what I write is polite, respectful and appropriate and follows school rules
- Kind to my peers and thinking about how the things I say and do online might make them feel
- Creating or presenting my own work and if I copy something from online, letting my audience know by sharing the website link or author to acknowledge the creator and avoid plagiarising by observing copyright rules.

When I use digital technologies, I protect personal information by being aware that my full name, photos, birthday, address and phone number is personal information and must not be shared online. This means I:
- Protect my peers and teacher's information in the same way
- Create not easily guessed passwords and protect them by not sharing them with anyone except my parents and teacher
- Only access sites with teacher guidance and parent permission
- Never answer questions online where they ask for my personal information.

When I use digital technologies, I respect myself and others by thinking about what I share online. This means I:
- Stop to think about what I post or share online
- Will not post photos or videos of myself or others online when I am on school grounds or in school uniform
- Speak to a trusted adult if I see something that makes me feel uncomfortable or if I need help
- Speak to a trusted adult if someone is unkind to me or I know someone else is upset
- Will turn off or close the screen if I see something I don't like or that makes me feel uncomfortable and tell a trusted adult.

When I use digital technologies, using the equipment responsibly means I will:
- Keep my laptop sufficiently charged to last a school day
- Monitor my printing usage and be mindful of what I'm printing
- Use all IT devices respectfully, never leave them unattended on the floor and store devices appropriately in the classroom
- Seek permission from individuals involved before taking photos, recording sound or videoing them
- Transport laptops in a way that keeps them protected from damage
- Not add or bring to school materials on my school laptop that are for non-educational purposes e.g. games
- Avoid opening mail from unknown senders (junk and spam email) and from forwarding or spamming others with multiple emails
- Delete old unwanted emails, images, documents and files to maintain the devices storage and useability.

When I use digital technologies at home, I will use it responsibly by:
- Not accessing sites with content that is offensive and not age appropriate and that does not follow school rules.

At school I have:
- Discussed ways to be safe, responsible and an ethical user of digital technologies
- Presented my ideas around the ways I can be a smart, safe, responsible and ethical user of digital technologies.

Under certain circumstances the principal may give permission for students to use their laptops outside of school. However, students are bound by the Riverton Primary School 'Safe and Responsible Use of IT Agreement' and 'IT Policy' wherever and whenever they use their school owned laptop.

I will use this knowledge at school and wherever I use digital technologies

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IT Student Agreement

_____ acknowledges the commitment of _____
(Teacher's Name)   (Student's Name)

to be a smart, safe, responsible and ethical user of digital technologies.

As a student, I will use digital technologies safely, responsibly and for education purposes only, when at school.
I have read and agreed to follow the Riverton Primary School Safe and Responsible Use of IT Agreement. I understand that if I break this agreement there will be consequences for my actions. The misuse of IT may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Student Signature   Parent Signature   Teacher Signature
Date: