

Information Communication and Technology (ICT) Policy and Guidelines

Overview

Information and Communication Technology (ICT) includes any electronic device or application used to communicate, create, disseminate, store or manage information such as text, images, audio or video. Examples include:

- Personal computers and laptops;
- Mobile devices such as mobile phones and tablets;
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- Applications such as email and the internet;
- Web-based tools such as social networking sites, chat rooms, blogs, podcasts and instant messaging systems;
- Imaging tools such as video, still or web cameras and related software;
- Audio tools such as audio recording devices, iPods, mp3 players and related software; and
- Fax, scanning and copying machines.

Policy

Students have the right to learn in a safe environment, including when they have access to ICTs to enhance their learning. Kamaroi Rudolf Steiner School is committed to the responsible and educational use of ICTs and to the protection of students by providing secure access to these services as part of their learning experience.

It is our policy that:

- The use of ICTs be managed through a 'whole of school community' approach involving students, staff and parents/carers;
- ICT education strategies be implemented within the school on a continuous basis with a focus on teaching age appropriate skills and strategies to empower staff, students and parents/carers to ensure appropriate use;
- Staff establish positive role models in use of ICTs;
- Appropriate use of ICTs; and
- Our ICT policy is reviewed on an annual basis against best practice.

ICT Misuse Prevention Strategies

Kamaroi Rudolf Steiner School recognises that the implementation of whole of school prevention strategies is the most effective way of eliminating, or at least minimising incidents of misuse of ICTs within our community.

The following initiatives form part of our overall ICT strategy:

- A structured curriculum that provides age appropriate information and skills relating to ICT use to students over the course of the academic year in classes 5 and 6;
- Education, training and professional development of staff in appropriate ICT use;
- The regular provision of information to parents/carers to raise awareness of inappropriate use of ICTs as a school community issue;
- The promotion of a supportive environment that encourages the development of positive relationships and communication between staff, students and parents/carers;
- All student login details and passwords are to be kept confidential to prevent others accessing their accounts;

- Access to school networks is provided through a filtered service. The filter is designed to restrict access of inappropriate material as well as providing spam and virus protection;
- Approval must be sought before connecting privately owned ICT equipment and devices to school networks to avoid the risk of malware. Private devices must be scanned before connection to Kamaroi Rudolf Steiner School and or have current anti-virus software and malware installed;
- Students are required to sign and abide by Kamaroi Rudolf Steiner School's **Information and Communication Technology Use Agreements** which specify details of inappropriate usage. No student may use school owned ICT equipment and devices unless the agreement has been signed and returned to the school. All signed agreements will be kept on file at the school;

Inappropriate usage by students includes:

- Participation in non-educational activities such as the purchase and/or sale of products or services;
- Illegal activities such as threatening the safety of others or engaging in criminal activity;
- Tampering with or damaging computer hardware or software; and
- Making, installing or downloading copies of software that is not licensed by the school.
- Any inappropriate internet sites accidentally accessed, incidents where students are offended by another person's use of ICTs and suspected technical security breaches must be immediately reported for investigation;
- Appropriate copyright clearance is sought and the source of any information used or published is acknowledged, to avoid plagiarism;
- The school reserves the right to monitor, traffic and review all content sent and received on the school systems;
- Breaches of acceptable usage of ICTs will result in disciplinary action;
- Regular risk assessments of inappropriate ICT use within the school;
- Records of reported incidents of ICT misuse are maintained and analysed in order to identify persistent offenders and to implement targeted prevention strategies where appropriate;

All staff are responsible to:

- Model appropriate behaviour at all times;
- Ensure all students are provided with ICT Agreements, that they understand them, and that they understand they will face disciplinary action in the event they misuse ICT equipment and devices;
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- Be vigilant in monitoring students use of ICT equipment and devices;
- Reinforce to students the importance of privacy and safeguarding their login details, personal information and the personal information of others;
- Assist students in the event that they have inadvertently accessed inappropriate material, received inappropriate messages or if they have been offended by another person's use of ICTs;
- Deal with all reported and observed incidents of inappropriate ICT use in accordance with this policy; and
- Ensure that any incident of inappropriate ICT use that they observe or is reported to them, is recorded appropriately.

Implementation

This policy is implemented through a combination of:

- Staff training;
- Student and parent/carer education and information;
- Student ICT Agreements;
- Effective student supervision;
- Effective supervision and monitoring of school networks;
- Regular inspection of ICT equipment;
- Effective incident reporting procedures;
- Effective management of incidents of inappropriate ICT usage when reported and/or observed;
- Regular risk assessments with respect to inappropriate ICT usage;
- Effective record keeping procedures; and
- Initiation of corrective actions where necessary.

For further information regarding our ICT policies, please contact the School Office.