



ICT Responsible Use Policy

School profile statement

At Immanuel Primary School, we support the rights of all members of the school community to access safe and inclusive learning environments, including digital and online spaces. This form outlines the School's roles and responsibilities in supporting safe learning in a digital age, as well as the expected behaviours we have of our students when using digital or online spaces. Our overall goal is to develop responsible digital citizens who legally, thoughtfully, and skillfully access and create rich resources to support their life-long learning. At IPS we provide devices, Internet filtering, cyber safety education and supervision, however ultimately it is the student's responsibility for compliance with the established standards when using ICT resources.

At our School we:

- Have programs in place to educate our students to be safe and responsible users of digital technologies;
- Have personalised access to mobile devices, including a 1:1 device program;
- Educate our students about digital issues such as online privacy, intellectual property and copyright;
- Supervise and support students using digital technologies in the classroom;
- Use clear protocols and procedures to protect students working in online spaces. This includes reviewing the safety and appropriateness of online tools and communities, removing offensive content at earliest opportunity, and other measures;
- Provide a filtered internet service to block inappropriate content. We acknowledge, however, that full protection from inappropriate content cannot be guaranteed;
- Use online sites and digital tools that support students' learning;
- Address issues or incidents that have the potential to impact on the wellbeing of our students;
- Refer suspected illegal online acts to the relevant Law Enforcement authority for investigation;
- Support parents and caregivers to understand safe and responsible use of digital technologies and the strategies that can be implemented at home. The following resource provides current information for parents:
 - [Office of the Children's eSafety Commissioner](#)

Safe, responsible, and ethical behaviour

When I use digital technologies, I **act safely** by:

- using the digital technologies only for my learning and only with my teacher's permission
- accessing the Internet only with permission and supervision
- asking my teacher if I am unsure
- follow all school and home use agreements
- getting written permission before bringing personal devices to school. This includes smart watches, phones, iPods, iPads, computers, games, cameras, robots, USB, or any other digital technology.
- only use my iPad when it is disconnected from power

When I use digital technologies, I **communicate respectfully** by:

- always thinking and checking that what I write or post is polite and respectful
- being kind to my friends and classmates and thinking about how the things I do or say online might make them feel
- not sending mean or bullying messages or forwarding them to other people.
- creating and presenting my own work, and if I copy something from online, letting my audience know by sharing the website link to acknowledge the creator.

When I use digital technologies, I **protect personal information** by being aware that my full name, photo, birthday, address and phone number is personal information and is not to be shared online. This means I:

- protect my friends' information in the same way
- protect my passwords and don't share them with anyone except my parents
- only ever join spaces with my parents or teacher's guidance and permission
- never answer questions online that ask for my personal information
- know not to post three or more pieces of identifiable information about myself.
- will only use school accounts on my school iPad

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
- use spaces or sites that are appropriate, and if I am not sure I ask a trusted adult for help
- protect my friends' full names, birthdays, school names, addresses and phone numbers because this is their personal information
- speak to a trusted adult if I see something that makes me feel upset or if I need help
- speak to a trusted adult if someone is unkind to me or if I know someone else is upset or scared
- don't deliberately search for something rude or violent
- turn off or close the window if I see something I don't like and tell a trusted adult
- am careful with the equipment I use. I take care of safely charging and storing my iPad
- will not attempt to hack our school systems

When I use digital technologies, I **respect property** by:

- only using my own iPad, and not allowing other children to use my iPad
- caring for my iPad by carrying it safely, holding it with two hands, and storing it in safe places
- always leaving the case on to protect my iPad
- telling my teacher and ICT Services straight away if my iPad becomes damaged
- being responsible in bringing my charged iPad to school every day

At school, we/I have:

- discussed ways to be a safe, responsible and ethical user of digital technologies.
- presented my ideas around the ways that I can be a smart, safe, responsible and ethical user of digital technologies.

I will use this knowledge at school and everywhere I use digital technologies. If I do not follow cyber-safety practices the school may inform my parents/caregivers. In serious cases, the school may take disciplinary action against me. My family may be charged for repair costs. If illegal material or activities are involved or e-crime is suspected, it will be necessary for the school to inform the police and hold securely personal items for potential examination by police. Such actions will occur even if the incident occurs off-site and/or out of school hours.

Signature

I understand and agree to comply with the terms of acceptable use and expected standards of behaviour set out within this agreement.

I understand that there are actions and consequences established within the school's policies if I do not behave appropriately

Student name: _____

Student signature: _____

School Responsibilities

I understand that Immanuel Primary School will:

- do its best to enhance learning through the safe use of digital technology. This includes working to restrict access to inappropriate, illegal or harmful material on the Internet or on equipment/devices at school, or at school related activities
- work with children and their families to encourage and develop an understanding of the importance of cyber-safety through education designed to complement and support the Use Agreement initiative. This includes providing children with strategies to keep themselves safe in a connected online world
- respond to any breaches in an appropriate manner
- welcome enquiries at any time from parents/caregivers/legal guardians or children about cyber-safety issues.

Parent/Caregiver responsibilities include:

- discussing the information about cyber-safety with my child and explaining why it is important
- supporting the school's cyber-safety program by emphasising to my child the need to follow the cyber-safety strategies at school and at home
- contacting the Principal or nominee to discuss any questions I may have about cyber-safety and/or this Use Agreement.
- developing a Home Use Agreement
- reporting loss or damage straight away to the ICT Services team

I have read and understood this ICT Responsible Use Agreement and I am aware of the school's initiatives to maintain a cyber-safe learning environment.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____