



Acceptable Use of Technology at Robertson Public School



Robertson Public School

Department of Education

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Rationale

Robertson Public School is committed to promoting learning excellence in an inclusive, innovative, technology-rich environment. Our collaborative, future-focused approach empowers students to pursue excellence as they build essential skills to succeed in a technologically sophisticated global community of the future. We work to foster an online, interactive, digital learning environment that facilitates collaborative, and critical and creative thinking skills essential for the development of active informed global citizens.

The internet provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students to a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet in their community. They have the right to expect secure access to these services as part of their learning experiences.

Use of the internet and online communication services provided by the department is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately.

This document defines the policy for school students of Robertson Public School for the appropriate and acceptable use of the internet, online communication services, and digital devices while in the care of the staff of Robertson Public School.

Policy statement responsibilities and delegations

1.1 Student learning

1.1.1 Internet and digital learning

The internet and the use of a variety of digital devices provides an opportunity to enhance students' learning experiences by providing access to vast amounts of information across the globe. Online communication links students and provides a collaborative learning environment and is intended to assist with learning outcomes. Today's students are exposed to online communication tools and the internet and the sharing of digital content in their community. They have the right to expect secure access to these services and devices as part of their learning experiences with Robertson Public School.

1.1.2 Digital devices

Digital devices available for use at Robertson Public School may include but are not exclusive to computers and laptops, iPads, iPods, storage devices and digital cameras. While the school encourages students to bring iPads and iPods to school to support their learning, their use is to be in strict accordance with this document. The school will endeavour to ensure the security of personal devices, but the responsibility for the security of personal devices remains with the student.

1.1.3

Use of the internet and online communication services provided by the department at Robertson Public School is intended for research and learning and communication between students and staff. Access to internet and online communication tools at school will assist students to develop the information and communication skills necessary to use the internet effectively and appropriately while they become effective modern day learners

1.2 Secure and safe learning environment

Responsible use of the services and devices by students, with guidance from teaching staff, will provide a secure and safe learning environment.

1.2.1

Students using internet, online communication services and digital devices have the responsibility to report inappropriate behaviour and material to their supervisors.

1.3 Acceptable usage

Students who use the internet and online communication services provided by the NSW Department of Education and Communities must abide by the department's conditions of acceptable usage. They should be made aware of the acceptable usage policy each time they log on.

1.3.1

Students should be aware that a breach of this policy will result in disciplinary action in line with the Robertson Public School's discipline policy.

Audience and applicability

2.1

This policy applies to all school students located at Robertson Public School who access internet, online communication services and use digital devices who access internet and online communication services within the department network and from any external location.

3.1

This policy document takes account of the *Memorandum Student Access to the Internet* of 18 July 1997 and the *Memorandum DN/04/00215 – Review by Schools of their Student Access to the Internet Policies*.

3.2

This policy document should be read as consistent with school discipline, child protection, anti-discrimination and anti-racism policies.

Responsibilities and delegations

4.1 Access and security

4.1.1 Students

Students will:

- not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
- ensure that communication through internet and online communication services is related to learning.
- keep passwords confidential, and change them when prompted, or when known by another user.
- use passwords that are not obvious or easily guessed.
- never allow others to use their personal e-learning account.
- log off at the end of each session to ensure that nobody else can use their e-learning account.
- promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
- seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
- never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
- never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - sexually explicit or sexually suggestive material or correspondence.
 - false or defamatory information about a person or organisation.

- ensure that personal use is kept to a minimum and internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the department.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.

4.2 Privacy and confidentiality

Students will:

- never publish or disclose the email address of a staff member or student without that person's explicit permission.
- not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

4.3 Intellectual property and copyright

Students will:

- never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
- ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
- ensure any material published on the internet or intranet has the approval of the principal or their delegate and has appropriate copyright clearance.

4.4 Misuse and breaches of acceptable usage

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- they are held responsible for any breaches caused by them allowing any other person to use their e-learning account to access internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.

Monitoring, evaluation and reporting requirements

5.1

Students will report:

- any internet site accessed that is considered inappropriate.
- any suspected technical security breach involving users from other schools or from outside the NSW Department of Education.

5.2

Students should be aware that:

- their emails are archived and their web browsing is logged. The records are kept for two years.
- the email archive and web browsing logs are considered official documents.
- they need to be careful about putting their personal or sensitive information in emails or on websites.
- these records may be used in investigations, court proceedings or for other legal reasons.

Australian Professional Standards for Teachers

6.1

Teachers at Nowra Hill Public School are expected to be working at the Proficient or higher level of the *Australian Professional Standards for Teachers*.

The Acceptable Use of Technology at Robertson Public School, particularly relates to the following descriptors from the *Standards*:

Standard 1 – Know students and how they learn

1.1 Physical, social and intellectual development and characteristics of students

Use teaching strategies based on knowledge of students' physical, social and intellectual development and characteristics to improve student learning.

1.2 Understand how students learn

Structure teaching programs using research and collegial advice about how students learn.

1.5 Differentiate teaching to meet the specific learning needs of students across the range of abilities

Develop teaching activities that incorporate differentiated strategies to meet the specific learning needs of students across the full range of abilities.

Standard 2 – Know the content and how to teach it

2.5 Information and Communication Technology (ICT)

Use effective teaching strategies to integrate ICT into learning and teaching programs to make selected content relevant and meaningful.

Standard 3 – Plan for and implement effective teaching and learning

3.2 Plan, structure and sequence learning programs

Plan and implement well-structured learning and teaching programs or lesson sequences that engage students and promote learning.

3.3 Use teaching strategies

Select and use relevant teaching strategies to develop knowledge, skill, problems solving and critical and creative thinking.

3.4 Select and use resources

Select and/or create and use a range of resources, including ICT, to engage students in their learning.

Standard 4 – Create and maintain safe and supportive environments

4.5 Use ICT safely, responsibly and ethically

Demonstrate an understanding of the relevant issues and the strategies available to support the safe, responsible and ethical use of ICT in learning and teaching.

Standard 6 – Engage in professional learning

6.4 Apply professional learning and improve student learning

Demonstrate an understanding of the rationale for continued professional and the implications for improved student learning.

Standard 7 – Engage professionally with colleagues, parents/carers and the community

7.2 Comply with legislative, administrative and organisational requirements

Understand the relevant legislative, administrative and organisational policies and the processes required for teachers, according to the school stage.

Contact

7.1

The Principal, Robertson Public School, 02 4885 1284.

Director, NSW Curriculum and Learning Innovation Centre, (02) 9715 8150.

Conditions of Use of the Internet and Technology at Robertson Public School. When going online or using technology with in our school I agree to follow these rules.

Ø - **No** - to looking for, reading, sending or linking to anything rude, scary or unkind

Ø - **Go** - to a responsible adult if I see anything rude, scary or unkind

Ø - **Tell** - a responsible adult