Introduction

Mindarie Primary School is dedicated to providing students and staff with the latest Information Communication and Technologies (ICT) hardware, infrastructure and online services to enhance teaching and learning. The ability to locate, analyse, synthesise and communicate appropriate information of good quality is essential in todays information rich society.

Technology is a tool for learning, change, collaboration and communication.

It is expected that all students access the school's ICT infrastructure in a responsible, efficient, ethical and legal manner, whilst conforming to the guidelines outlined in this document. The use of Mindarie's computer facilities, network and the internet is a privilege, not a right. It is conditional on students or staff complying with the ICT Acceptable Use Policy and Electronic Communications Guidelines.

ICT Acceptable Use

Mindarie Primary School ICT facilities are provided to students and staff though a variety of computer hardware, peripherals, software and networks; including the school Intranet, Internet and Email. This includes all parent-funded and personal devices whilst in use on the school grounds or under supervision by Mindarie Primary School Staff (including sporting events and excursions).

Restrictions and policies are put in place to encourage students and staff to interact with ICT in an educational context, to maximise educational outcomes and to ensure the safety and integrity of students, staff and community members.

Students will agree to follow the principals of ICT Usage at Mindarie Primary School:

- Use digital technologies only with the permission of a teacher and will follow all instructions from teachers when using school devices.

- ICT is a privilege, not a right.

- Students using the school's ICT must not break State or Federal law. A summary of these laws are attached and form our Policy and Guidelines.

- Students will not let anybody else know my password. Students will not let others logon and/ or use their account unless it is with the teacher's permission and will not access other people's online services accounts.

- Students know that they am responsible for anything that happens when their online services account is used and will tell their teacher if they think someone is using my online services account.

- Students know that the school and the Department of Education may see anything sent or received using email or online file storage services. The school has the right to check all written, graphic and other materials produced, communicated, stored or accessed on devices by students. This includes students emails.

- Students will make sure that any email sent or any work published online is polite, carefully written, well presented and is not harmful to other students (i.e. it does not contain material that is pornographic, racist, sexist, inflammatory, hateful, obscene or abusive nature or which promotes illegal activities or violence).

- If students use other people's work (including items taken from the Internet) as part of research and study they will always acknowledge them.

- Students will obtain permission from the copyright owner for the use of their works if included for an entry for a competition or any other uses other than for private research and study.

- If students find any information that is inappropriate or makes them feel uncomfortable, they will tell a teacher about it. Examples of inappropriate content include violent, racist, sexist, or pornographic materials, or content that is offensive, disturbing or intimidating or that encourages dangerous or illegal activity.

- Students will not reveal personal information, including names, addresses, photographs, credit card details and telephone numbers of themselves or others.

- Students will not damage or disable the computers, computer systems or computer networks of the school, the Department of Education or any other organisation.

- Students will be mindful of the possible problems caused by sharing or transmitting large files online, and for sharing other people's copyright online e.g. music and video files.

If these principals of use are breached, students risk having disciplinary or legal action taken against them, or their Parent/Guardian.

A copy of the ICT Acceptable Use Agreement (K-3 or 4-6) is made available to all students at the commencement of each school year or at the time of enrolment. Students will receive classroom instruction about the guidelines, policy and agreements and the rules for device use. The Acceptable Use Agreement needs to be discussed with parents and carers, signed by both parties and returned to school. After week three, any students who have failed to return the required documentation will not be permitted to use the school network or school devices.

Devices are not to be used by students for recreational or personal use whist on school premises. They are to be used as tools to enhance the curriculum. This is a directive from the Department of Education.

1:1 Device Acceptable Usage Policy

Students are expected to adhere to the ICT Acceptable Use Policy and follow the 1:1 Device Usage Policy guidelines whilst using Parent Funded Devices (PDF) connected to the school network.

- Students are required to maintain and clean their device and immediately report any damage to their teacher.

- Students are required to inform the teacher or others when using the camera and audio recording functions and are reminded that they must not publish photographs to any online network or social media application.

- Students may not play games on their device during school time unless otherwise directed by a teacher.

- Students are required to have the device fully charged and present at school at the beginning of every school day (with exception of sports events).

- When students are not required to have the device in class (eg for Sport) they should secure it in their classroom.

- Students may not loan their device to another student or leave it in such a place that it is likely to be easily stolen or damaged.

- Similarly, students may not use another students device unless necessary for a class activity or they have permission to do so from its owner.

- Students must only download appropriately rated applications, videos and music to the school device.

School Owned Devices – Loss or Damage

In the event of accidental damage, students must report the incident to their teacher. In the event of any deliberate damage; such using an iPad without a suitable cover, parents/guardians of the student will be required to cover the cost of repairing/replacing the device.

In the event where a third party is involved in an incident of damage, the matter will be referred to an Associate Principal to resolve.

Electronic Communications Guidelines

Students are expected to utilise school devices and networks in a manner that ensures the integrity of the school is maintained. The following information forms the Electronic Communications Guidelines for the use of school owned devices, as well as the use of Parent-Funded Devices (PFD) whilst on the school premises. The use of PFD should be monitored at home and suggestions may be sought from the school for assistance with home device monitoring.

The Department of Education (DoE) provides each student with a unique login for school infrastructure. This is referred to as a Student Connect Account. The school is responsible for the collection of student Acceptable Use Agreement as well as the education of students in regards to the risks associated with online activates.

Student Passwords/Passcodes

All students will be provided with a unique password at the commencement of the school year. These passwords are for the individual student ONLY and should never be given to another student at the school. Students are solely responsible for protecting their individual passwords.

Sharing passwords could hold 'innocent' students liable in the event of misconduct. Students who use another student's password will be deemed in breach of the school's Acceptable Use Policy.

Passwords may be changed throughout the school year if the integrity of their password has been compromised. A new password can be issued by their classroom teacher.

School Email

The Department of Education provides each student with their own email address (*in the format of studentname.sirname@education.wa.edu.au*) that may be accessed at school or home through Connect.

The school may or may not wish to utilise this service in conjunction with learning opportunities in accordance with the Australian Curriculum.

Students should be aware of the following expectations when accessing DoE email:

- Students should be sensible in their email usage and not contribute to Spam or Junk.
- Students always consider that email correspondence is public. Even 'private' email can be shared or screenshot and sent to others.
- Do not criticise, abuse or anger others.
- Be sensitive in what is written and conveyed.
- Never divulge personal details though email or online.

Shared Files

Students have access to an area on the school server to save documents. The students 'My Documents' folder requires a username and password to gain access. Staff have access to monitor student files and must be used in accordance with the school Acceptable Use Policy.

Printing

Mindarie Primary School is a green school and students must only print when there is a direct requirement.

Digital Health and Wellbeing

Digital Health and Wellness is the branch of digital citizenship that focuses on using technology safely and appropriately. In the technological world we live in today our society is becoming dependent on the use of internet. It is becoming increasingly necessary to inform our students and children about the dangers involved with frequent internet use. A balance between the use of digital technologies and physical activities is essential. Students and parents must commit to a balanced, healthy lifestyle by only using digital devices when relevant during the school day and at suitable times at home.

Three core principles that responsible digital citizens should practise are:

ENGAGE positively

KNOW your online world

CHOOSE consciously.

The Australian Government and the Office of the E-Safety Commissioner have a range of services and resources that support digital citizenship and can be accessed to guide decision making at home.

Copyright Act 1968 (Cth)

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

Reference: http://www.comlaw.gov.au/Details/C2012C00835

Equal Opportunity Act 1984 (WA)

This Act precludes:

Discrimination against persons on grounds of sex, marital status or pregnancy, family status, sexual orientation, race or political conviction, impairment or age in education

Sexual harassment and racial harassment in the workplace and in educational institutions, and

Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

Reference: http://www.eoc.wa.gov.au/AboutUs/TheEqualOpportuntiyAct.aspx

Censorship Act 1996 (WA)

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to posses or copy indecent or obscene articles or child pornography. Students should be aware for their own protections that people who deal with such material commit an offence.

Reference: http://www.slp.wa.gov.au/legislation/statutes.nsf/main_mrtitle_151_homepage.html

Criminal Code (WA)

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

Reference: http://www.comlaw.gov.au/Details/C2012Q00003

Cybercrime Act 2001 (Cth)

Unauthorised access to or modification of data held in a computer and unauthorised impairment of electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal

Reference: http://www.comlaw.gov.au/Series/C2004A00937

Privacy Act 1988 (Cth)

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

Reference: http://www.comlaw.gov.au/Series/C2004A03712