Preamble

Information and Communications Technology (ICT) is the hardware and software that enables data to be digitally processed, stored and communicated. ICT can be used to access, process, manage and present information; model and control events; construct new understanding; and communicate with others.

Purpose

ICT, an interdisciplinary domain, focuses on providing students with the tools to transform their learning and to enrich their learning environment. The knowledge, skills and behaviours identified for this domain enable students to:

- develop new thinking and learning skills that produce creative and innovative insights
- develop more productive ways of working and solving problems individually and collaboratively
- create information products that demonstrate their understanding of concepts, issues, relationships and processes
- express themselves in contemporary and socially relevant ways
- communicate locally and globally to solve problems and to share knowledge
- understand the implications of the use of ICT and their social and ethical responsibilities as users of ICT.

Learning in this domain enables students to focus on the task to be accomplished rather than on the technology they are using to do the work. Through the selection and application of appropriate equipment, techniques and procedures, they process data and information skilfully to create information products in forms that are meaningful for themselves and their audience. These products effectively demonstrate their knowledge and understanding of the concepts, issues, relationships and processes that are the subject of the task.
Students are provided with tools and strategies to monitor learning patterns and problem solving strategies. This provides a sound foundation for transforming personal learning. They gain an understanding of Internet protocols and strategies for exchanging information, which enables them to share and challenge their own and other people’s ideas and solutions with a global audience.

**Guidelines**

- Information and Communication Technology access and training is to be equally available to all members of the Wales Street Community
- Users shall understand and commit to a contract of an **Acceptable Internet Use** with the providers (school) See Appendix 1. Acceptable Use Policy.
- Responsible use of ICT will be actively discussed and taught. Users are given the means and opportunity to develop skills in line with the WSPS scope and sequence and VELs ICT domain.
- When appropriate, Internet usage is to be monitored for access to sites and interaction with others.
- IT will be incorporated in planning, realising and assessing curriculum objectives.
- Curriculum and Unit Areas are to be responsible for the purchase of software suitable to their Curriculum needs.

**4. Implementation**

- ICT development is the responsibility of the ICT Coordinator.
- WSPS ICT Roadmap (appendix 2) is the key document that maps out the future direction of ICT at the school.
- A range of hardware will be available to maximise access
- Staff professional development will be needs based and linked to the e-potential survey.
- Staff will be addressed through a mix of in-house and outsourced programs.
Wales Street Primary School-Internet Acceptable Use Policy

When I use the Internet, I have responsibilities and rules to follow. I agree to:

- keep myself and my friends safe by not giving out personal details including full names, telephone numbers, addresses and images and protecting my password
- be respectful in how I talk to and work with others online and never participate in online bullying
- use the technology at school for learning, use the equipment properly and not interfere with the work or data of another student
- not bring or download unauthorised programs, including games, to the school or run them on school computers
- not go looking for rude or offensive sites
- use the Internet at school to help me to learn
- remember that the content on the web is someone’s property and ask my teacher to help me get permission if I want to use information or pictures
- think carefully about what I read on the Internet, question if it is from a reliable source and use the information to help me answer any questions (I should not copy and paste the information as my answer).
- talk to my teacher or another adult if:
  - I need help online
  - I am not sure what I should be doing on the Internet
  - I come across sites which are not suitable for our school
  - someone writes something I don't like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
  - I feel that the welfare of other students at the school is being threatened by online activities

I acknowledge and agree to follow these rules. I understand that I may not be able to access the Internet, or use computers at school if I do not act responsibly.

Student Name: .................................................................
Student Signature: ............................................................

Parent Permission

I agree to allow my child to use the Internet at school. I have discussed the potential problems and responsible use of the Internet with him/her. I understand that responsible use includes both at school and at home.
I will contact the school if there is anything here that I do not understand. If there is a situation which concerns me, I will contact either the school or NetAlert Australia's Internet safety advisory body on 1800 880 176.

Parent/Guardian Signature: .................................................................
Date: .................................................................

Status: Ratified by School Council July 2009  
Review: 2012
What has your child agreed to and why?

Not giving out personal details or details of other students including full names, telephone numbers, addresses and images and protecting password details.
Students can be approached, groomed, and bullied online. They also love to publish information about themselves and their friends in spaces like Myspace, blogs etc.
We recommend they:
- don’t use their own name, but develop an online name and use avatars.
- don’t share personal details including images of themselves or their friends online
- password protect any spaces or accounts they have and protect that password.
- don’t allow anyone they don’t know to join their chat or collaborative space.
- are reminded that any image or comment they put on the Internet is now public (anyone can see, change or use it)

Being respectful online and not participating in online bullying. This includes using email at school and email and chat (including MSN Messenger) at home.
The online environment sometimes feels different. The language is different. Sometimes students say things online that they would never say to someone’s face. Your child is agreeing to treat everyone online with respect.
- being online can make students feel that they are anonymous
- the space or chat they use in leisure time might have explicit language and they will feel they have to be part of it
- often the online environment has very few adults.

Using the technology at school for learning, using the equipment properly and not interfering with the work or data of another student.
By just taking care with the equipment, printing and downloading from the Internet students can save time, money and the environment. Students often see the Internet as “free”. Just looking at a page on the Internet is a download and is charged somewhere.

Not bringing or downloading unauthorised programs, including games, to the school or run them on school computers.
The school connects all of the computers through a network. The introduction of unknown games or files could introduce viruses etc and these put all of the schools equipment and student work at risk.

Not go looking for rude or offensive sites.
Filters block a lot of inappropriate content but it is not foolproof. For students who deliberately seek out inappropriate content or use technology that bypasses filters, parents will be immediately informed and the student’s Internet access will be reviewed.

Using the Internet at school to learn.
It is important to realise that there is a time for fun and a time for work (even on the Internet). Staying on task on the internet will reduce risk of inappropriate access and teach students strategies to use the Internet for their learning.

Remembering the content on the web as someone else’s property and asking teacher to help get permission before using information or pictures.
All music, information, images and games on the Internet are owned by someone. A term called copyright is a legal one and has laws to enforce it.
By downloading a freebee you can risk bringing a virus or spyware to the computer or system. These can destroy a computer system or provide hackers with details such as passwords and bank accounts. Remember if an offer is too good to be true, the chances are it is!

Thinking carefully about what is on the Internet, questioning if it is from a reliable source and using the information to help answer questions.

Not everything on the Internet is true, accurate or unbiased. The school is teaching information literacy skills, which enables students to locate, evaluate, and use information effectively on the Internet.
Copying and pasting information can help organise arguments, ideas, and information but it is important that your child uses their own thoughts and language to express what they have learnt. If helping with homework ask open-ended questions. For example, saying to a student “Tell me about wombats” might encourage him/her to copy and paste facts about the wombat, but asking the question “What would a day in the life of a wombat be like?” encourages the student to think about different aspects of the animals life and draw together the different pieces of information they might have discovered.

Talk to my teacher or another adult if:
- I need help online
- I am not sure what I should be doing on the Internet
- I come across sites which are not suitable for our school
- someone writes something I don’t like, or makes me and my friends feel uncomfortable or asks me to provide information that I know is private.
- I feel that the welfare of other students at the school is being threatened by online activities

The Internet has some really flashy and tricky ways to lead people into websites they never meant to visit. It is easy for us all to get distracted. We want students to ask for help in locating the information they need, and clarifying the task they have been set. Unfocused clicking through websites can lead to inappropriate content.

We also want the whole school community to keep their Internet environment as safe as possible so we ask that if your child sees a site they think should be blocked, to turn off their screen and let a teacher know.

Open communication between parents, teachers and students is the best way to keep students safe. Students will often share concerns with each other online. It is important that they tell a teacher and or parent when they are feeling uncomfortable or threatened online.

If you have any concerns about this agreement or Internet Safety in general contact either the school or the contact below

NetAlert is Australia’s Internet safety advisory body for internet safety issues/concerns contact them on 1800 880 176 or visit http://www.netalert.gov.au/

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