Connolly Primary School
An Independent Public School

Information & Communication Technologies
Policies & Procedures

Excellence • Learning • Innovation • Care
Our Objective

For every child to achieve their full potential by utilising our passion for learning, diversity, educational methods and innovation to make our school the first choice for parents.
<table>
<thead>
<tr>
<th>Administration</th>
<th>Management of Hardware &amp; Software</th>
<th>ICT Within The Curriculum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Maintain minimum ratios of computers as part of established computer leasing plan.</td>
<td>• Lead Whole School ICT Curriculum support.</td>
</tr>
<tr>
<td></td>
<td>• Provide technical support and liaise with suppliers.</td>
<td>• Provide suitable professional learning opportunities for staff in the use of ICT within the curriculum.</td>
</tr>
<tr>
<td></td>
<td>• Manage ICT cost centres</td>
<td>• Further raise the profile of ICT within the school and community.</td>
</tr>
<tr>
<td></td>
<td>• Onsite management of the Notebooks for Teachers (NB4T) programme, and ensure all NB4T notebooks are connected to the school network.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Manage software copyright compliance on student network and portable devices.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Support staff in their use of ICT</td>
<td></td>
</tr>
<tr>
<td>ICT Committee</td>
<td>• Develop, monitor and evaluate ICT operational plan.</td>
<td>• Develop and implement ICT learning programmes for Pre-Primary to Year 6.</td>
</tr>
<tr>
<td></td>
<td>• Monitor expenditure from the ICT Cost Centres.</td>
<td>• Establish and review ICT curriculum documents.</td>
</tr>
<tr>
<td></td>
<td>• Lead teachers within their collaborative team in the use of ICT.</td>
<td>• Lead teachers within their collaborative team in the implementation of the Connolly PS ICT Scope and Sequence.</td>
</tr>
<tr>
<td></td>
<td>• Maintain Techie Brekkie.</td>
<td>• Model best practice.</td>
</tr>
<tr>
<td></td>
<td>• Manage Level 1 basic troubleshooting computer issues for their block.</td>
<td>• Assist teachers in the integration and utilisation of digital technologies within learning programmes.</td>
</tr>
<tr>
<td>Teachers</td>
<td>• Collaborative with peers to ensure equitable use of digital devices.</td>
<td>• Offer an ICT curriculum and learning environment which is inclusive and developmentally appropriate for all students and aligned with the Western Australian Curriculum and Assessment Outline, Early Years Learning Framework, and the Connolly PS curriculum documents</td>
</tr>
<tr>
<td></td>
<td>• Responsible of day-to-day management and care of all devices within their classroom.</td>
<td>• Integrate ICT into all teaching and learning programmes using the Connolly PS ICT Scope and Sequence.</td>
</tr>
<tr>
<td></td>
<td>• Ensure all faults are reported to their ICT Committee representative.</td>
<td>• Use ICT to support students at educational risk</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Use ICT to support their personal professional learning.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Monitor students’ use of digital technologies.</td>
</tr>
<tr>
<td>Students</td>
<td>• Handle all school and personal digital technology devices with care.</td>
<td>• Use ICT in learning programmes.</td>
</tr>
<tr>
<td></td>
<td>• Ensure all computers and iPads are correctly shut down and logged off at the end of learning sessions.</td>
<td>• Abide by the Students’ Code of Conduct.</td>
</tr>
</tbody>
</table>
Internet Use

Rationale
The policy follows the guidelines of the Department of Education and is designed to accommodate the general usage of the electronic resources through the Internet for all members of the school community, and from all Internet access points.

Outcomes for staff and students
Potential users are seen as staff, students and community members. The general usage of the electronic resources through the Internet is available for all members of the school community, and from all Internet access points. The prime use of the Internet is to complement existing curriculum resources, and to provide electronic communication. All users will be expected to act responsibly and only access appropriate sites. The basic school philosophy of respect for others, together with all students having the right to learn, is paramount.

Guidelines
Connolly PS will ensure access to the internet for all members of staff, and all students. Members of the wider school community will have access where appropriate.

The security of the facility is covered within the procedures of the school, with password control of the network by the appropriate staff.

Monitoring
Students are expected to follow the school rules relating to internet usage. Each staff member will be responsible for the appropriate use of the Internet by the students is his/her care. Staff are to ensure that the students’ internet use is appropriately monitored. Suitable classroom learning strategies are as necessary with the use of electronic information as in any other lesson.

Students
A Students’ Code of Conduct will be published for all students, with a copy displayed in close proximity to the computers. Adherence to the code is a condition of use.

Technical Support
To minimise down time, staff are required to take due care to ensure that the machines are dealt with appropriately during class time.

Technical support is provided by the hardware leasing contract (DELL), and the Internet Service Provider as required.

Additional support can be accessed through the ICT Committee, or through the Department of Education ICT Support by calling 9264 5555.
Students’ Code of Conduct—Internet Use

Acceptable Use

The basic school philosophy of respect for others, together with all students having the right to learn is paramount.

The prime use of ICT is to complement existing curriculum resources and to provide electronic communication.

Students will only use the internet for educational purposes, or as instructed by their teacher.

No student is to download any files without teacher permission - including screensavers and desktops.

All users will be expected to act responsibly and only access appropriate sites. If an inappropriate site comes up inadvertently, students must click the monitor on/off button and inform the teacher immediately.

“If it is not suitable for our library collection, it should not be on the screen.”
Bring Your Own Device (BYOD)

Rationale
Connolly Primary School aims to provide students with the opportunity for more personalised learning through the use of digital technology within the learning programme. With the privilege of using a device at the school comes the responsibility to use the technology in a manner that is in keeping with our core values: leadership, integrity, kindness, commitment, justice and respect.

The Bring Your Own Device (BYOD) programme is aimed to maximise student engagement with digital technologies within the learning programmes, and to build links in learning between school and home.

Guidelines
The school approved personal device for learning is an iPad (or iPod touch, but iPad preferred).

These devices may be brought to school by students in Jarrah, Karri and Tuart blocks whose teachers have distributed a copy of the BYOD Agreement, and once a copy of the agreement has been signed and dated by the parent, class teacher and student.

Permission, if granted, will be for the current school year only and does not transfer to future school years.

Students are responsible for the care of their devices. The school will accept NO liability for theft, damage or accidental loss.

Devices are to remain locked during lunch and recess, and are not to be taken into the playground. It is recommended that parents insure their child’s device for loss or damage. Students will be held accountable for any deliberate damage.

Students are responsible for bringing their devices to school fully charged. They must be labelled for identification with the student’s name, year level and classroom.

As the device is neither owned nor managed by the school, the school is not in a position to offer any technical support.

Network Access
The student will assume responsibility for entering the school proxy server details as required into their device network settings in order to access the internet through the school’s cyber safety filters. Internet access through the school's wireless network will be provided to students free of charge.

Any phone internet connection, such as 3G, 4G or NextG, must be switched off and the device priority pointed to the school’s wireless network. Accessing the internet independently of the school’s proxy servers (i.e. by personal ISP) is not allowed in order to ensure cyber safety.
Bring You Own Device Policy

Appropriate Use
These devices must be used responsibly and at the direction of the class teacher.

Mobile phone voice calling, social media and text use by students during the school day is still prohibited by this policy and existing Mobile Phone Use policy.

Taking photos, video or recording voice of any individual or group is NOT allowed at any time.

Students agree to only view, listen to, or access, school appropriate content on their devices while at school. Due to copyright, content such as music is not to be transferred to or from other devices or the school’s computer network. All content including, but not limited to, files, photos, videos and music must remain appropriate, as deemed by the school, at all times. The school retains the right to review the content of any device registered under this agreement.

The school may prescribe software and/or apps that students must have installed on their device. Parents/Guardians must ensure that all content stored on the device is compliant with copyright law and regulations.

The School Principal retains the right to be the final arbiter of what is, and is not, appropriate content.

Consequences for breach of this policy will result in the removal of the device, and a parent/guardian will be required to collect the device in person. Further consequences for a breach of this agreement will ultimately be determined by the Principal and may include banning an individual student from bringing their mobile device to school.

Any use of a device deemed inappropriate by the school may also result in the withdrawal of BYOD privileges.

Breaches of the Policy
Breaching the expectations outlined in this policy will result in the removal of the device, and a parent/guardian will be required to collect the device in person.

Any use of a device deemed inappropriate by the school may also result in the withdrawal of BYOD privileges.
Mobile Phone Use

Rationale
With increasing use of mobile phones, there is a need for a better understanding of what is and what is not appropriate in the school setting. While mobile phones are permitted at school, it is strongly suggested that parents of students should not allow their child to bring one to school, unless there is a very compelling reason to do so.

The purpose of this document is to ensure that the use of mobile phones does not affect teaching and learning and the good management of the school. The following statements are applicable to all members of the school community whilst they are on school grounds.

Mobile Phone Etiquette
Mobile phones should...
- be kept out of sight, either in a bag or on your person, when not in use.
- should not be left on desks in full view of others.
- should be turned off or put on silent to receive calls or text messages during class time or at meetings.
- should only be used during school hours when NOT in class or meeting times, and only if it is deemed absolutely necessary.

Management of Inappropriate Use
Students
- Breaches by students will be dealt with under the school’s Bring Your Own Device (BYOD) and Behaviour Management policies.
- The phone or device will confiscated, and the parents notified.

Staff and Community Members
- A request will be made to turn off the mobile phone and to observe the mobile phone etiquette.
- Repeated breaches by staff may result in further action at the discretion of the principal.

Use of School Telephones
- Staff have ready access to telephones throughout the school, be it for educational, business or social reasons.
- In an emergency, messages are relayed to staff and students immediately.
- Students may request, through their class teachers, to make use of the school phones for legitimate reasons.

Under no circumstances will the school accept responsibility for the loss, theft or damage to anyone’s mobile phone.

Parent Communication With Students
Parents are NOT to contact students directly using mobile phones or devices.

Should parents need to contact their child/ren during the school day, they are to contact the school.

The school will ensure any messages are passed on to students.