INFORMATION & COMMUNICATIONS TECHNOLOGIES POLICIES & PROCEDURES

CONNOLLY PRIMARY SCHOOL

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.

ICT - Roles & Responsibilities

	Management of Hardware & Software	ICT Within The Curriculum
Administration	• Maintain minimum ratios of computers as part of established computer leasing plan. • Provide technical support and liaise with suppliers. • Manage ICT cost centres • Onsite management of the Notebooks for Teachers (NB4T) programme, and ensure all NB4T notebooks are connected to the school network. • Manage software copyright compliance on student network and portable devices. • Support staff in their use of ICT	• Lead Whole School ICT Curriculum support. • Provide suitable professional learning opportunities for staff in the use of ICT within the curriculum. • Further raise the profile of ICT within the school and community.
Digital Technology Lead Teacher	• Trial and assist in the classroom implementation of digital technology hardware and software. • Support staff in their use of ICT within the learning programmes.	• Provide professional learning (through collaborative planning and teaching) to staff in the integration and utilisation of digital technologies within learning programmes. • Model best practice. • Further raise the profile of digital technologies within the school and community.
ICT Committee	• Develop, monitor and evaluate ICT operational plan. • Monitor expenditure from the ICT Cost Centres. • Lead teachers within their collaborative team in the use of ICT. • Maintain Techie Brekkie. • Manage Level 1 basic troubleshooting computer issues for their collaborative team.	• Develop and implement ICT learning programmes for Pre-Primary to Year 6. • Establish and review ICT curriculum documents. • Lead teachers within their collaborative team in the implementation of the *Connolly PS ICT Scope and Sequence.* • Model best practice. • Assist teachers in the integration and utilisation of digital technologies within learning programmes.
Teachers	• Collaborate with peers to ensure equitable use of digital devices. • Responsible of day-to-day management and care of all devices within their classroom. • Ensure all faults are reported to their ICT Committee representative.	• 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 • Integrate ICT into all teaching and learning programmes using the *Connolly PS ICT Scope and Sequence.* • Use ICT to support students at educational risk • Use ICT to support their personal professional learning. • Monitor students' use of digital technologies.
Students	• Handle all school and personal digital technology devices with care. • Ensure all computers and iPads are correctly shut down and logged off at the end of learning sessions.	• Use ICT in learning programmes. • Abide by the *Students' Code of Conduct.*

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.

Connolly Primary School - ICT Policies and Procedures
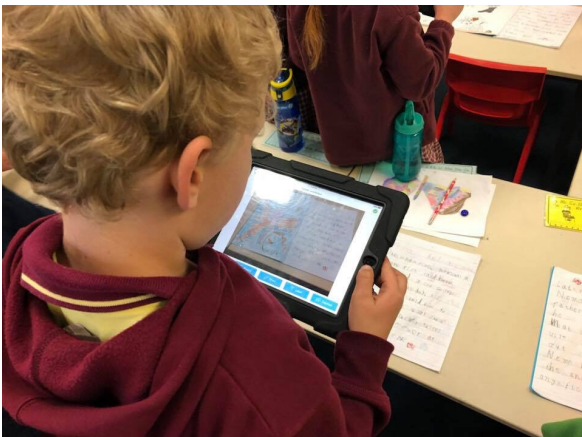
Students' Code of Conduct Internet Use

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."

Connolly Primary School - ICT Policies and Procedures

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.

Connolly Primary School - ICT Policies and Procedures

Bring Your 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.

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Mobile Phone Use (To be updated)

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.
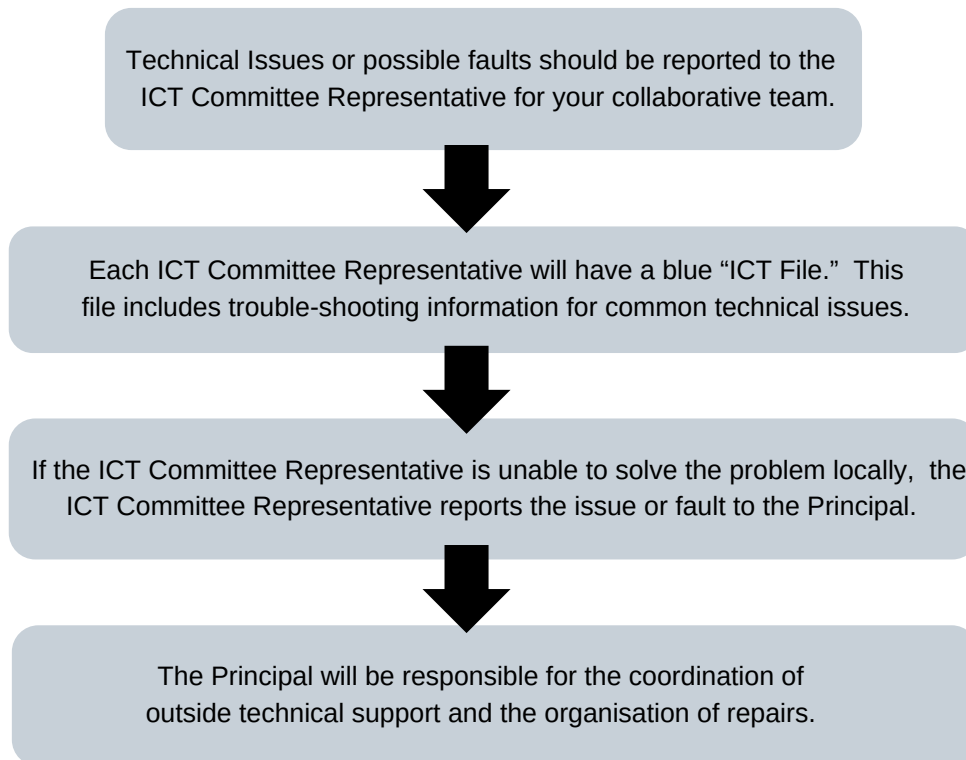
Connolly Primary School - ICT Policies and Procedures

Faults Management

Rationale

With an ever increasing focus on the integration of ICT and Digital Technologies into the classroom learning programmes, the management of technical issues and faults is becoming of greater importance. It is therefore crucial that a clear system for management and reporting of issues and faults is followed.

To minimise down time, staff are required to take due care to ensure that ICT and Digital Technologies equipment is dealt with appropriately during class time, and that basic maintenance is undertaken.

Reporting and Technical Support Process

Technical Issues or possible faults should be reported to the ICT Committee Representative for your collaborative team.

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Each ICT Committee Representative will have a blue "ICT File." This file includes trouble-shooting information for common technical issues.

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If the ICT Committee Representative is unable to solve the problem locally, the ICT Committee Representative reports the issue or fault to the Principal.

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The Principal will be responsible for the coordination of outside technical support and the organisation of repairs.

Technical Support

Technical support is provided through the hardware leasing contract (CDM), Concept AV, Tang and the Internet Service Provider as required.   Additional support can be accessed through the Department of Education ICT Support by calling 9264 5555.

Acquisition or Replacement of ICT Resources

Purchasing or leasing of ICT hardware will be the responsibility of the Principal, or a nominated member of the ICT Committee.

Purchasing of additional or replacement ICT consumables will be the responsibility of the Library Officer, or a nominated member of the ICT Committee.

ICT Asset Management

Please refer to the Administration and Governance Policies and Procedures for information relating to the management processes and procedures for ICT.

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