

Internet and ICT Safety Policy

RATIONALE

The internet and information and communication technologies (ICT), when used effectively, enables the sharing of resources, access to information and greater possibilities for communication. It is used to support teaching and learning when appropriate. The Board of Selwyn Ridge School places a high priority on providing the school with Internet facilities and ICT devices / equipment which will benefit student learning outcomes, and the effective operation of the school.

The Board also recognises that the presence in the learning environment of these technologies (some provided partly or wholly by the school and some privately owned by staff, students and other members of the school community), can also facilitate access to anti-social, inappropriate, and even illegal material and activities. The school has the dual responsibility to maximise the benefits of these technologies, while at the same time minimising and managing the risks to students, personnel and the reputation of our learning community.

The Board thus acknowledges the need to have in place rigorous and effective school ICT safety practices which are directed and guided by this Internet and ICT Safety policy. These practices will aim to not only maintain a safe digital environment at school, but also aim to address the need of students and other members of the school community to receive education about the safe and responsible use of present and developing information and communication technologies.

GUIDELINES

Use of the Internet and digital technologies at Selwyn Ridge School is to be limited to educational and personal usage appropriate in the school environment.

Guidelines for Internet and ICT Safety Practices :

- use of the internet and the ICT devices/equipment by staff, students and other approved users is to be limited to educational, professional learning, and personal usage appropriate in the school environment (this also applies to school equipment used outside of the school environment)
- read and sign a staff ICT Safety Policy and Use Agreement and return the Agreement portion of the document to the Internet Safety Officer. The signed pages should be retained for later reference
- if the internet and other technologies (e.g. mobile phone) are used to facilitate misconduct such as harassment or involvement with inappropriate or illegal material and activities, the matter will be taken very seriously by the school and could result in disciplinary action. This may also necessitate the involvement of law enforcement
- if a staff member ever wishes his/her own child to make use of the school Internet equipment, the same prohibition of misuse applies as for student use. In particular, note that the parent must be present at all times and is fully responsible for the conduct of his/her child
- staff and students and Board of Trustees understand that the school has the right to monitor, access and review all use. This includes personal emails sent and received on the schools computers and other digital devices and/or network facilities at all times. The school may also request permission to audit privately owned ICT devices / equipment used on the school site or at any school related activity.

- issues relating to confidentiality, such as sighting student or staff information, reasons for collecting data and the secure storage of personal details and information (including images) will be subject to the provisions of the Privacy Act 1993
- when accessing the internet students will make use of the school websites, 'kid safe' search engines or sites and URLs approved and provided by the teacher. Students must only use the internet for teacher approved purposes
- students and staff will have ongoing learning related to appropriate and safe ICT usage that engages in powerful learning opportunities and minimises and manages risk
- students will use internet capable devices with the specific guidance and support of their teacher. Teachers will be aware of what their students are doing on the devices and will monitor them as appropriate
- all student work that is to be shared (printed, emailed, blogged etc) must be seen and approved by the teacher and not breach copyright law
- users other than staff and students will only use the internet through the agreement of the principal/deputy principal/ICT leader and will follow the same guidelines as for staff/children

Using Media and Movies in School :

Staff need to be aware that any incident involving material which is deemed 'objectionable' under the Films, Videos and Publications Classification Act 1993 could constitute criminal misconduct necessitating the involvement of law enforcement. As well, involvement with any material which, while not illegal under the Act, is nonetheless detrimental to the safety of the school environment, may constitute professional misconduct serious enough to require disciplinary response by the school.

Any media that is shown in school should be for a specific educational purpose, relating to the learning context. Media that has been classified under the Films, Videos and Publications Classification Act 1993 should have a 'G' rating to be shown in school. Other media or excerpts of media with a different rating may be shown after consultation with, and at the discretion of the principal.

Inappropriate Use of Technology

If any student user does not follow policy guidelines, the student's teacher, Principal, and school Internet Safety Officer will decide on appropriate follow up action.

Any allegation concerning a member of staff or the Board of Trustees should be made to the principal who will then seek further advice and on the basis of this advice determine an appropriate pathway.

Any allegation against the Principal will be directed to the Board staff representative who will inform the board chairperson who will then seek further advice and on the basis of this advice determine an appropriate pathway.

Signed:



Robyn Garrett - BOT Chairperson



Craig Price - Principal

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